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System administrators may decide to extend the range of system administrator privileges available to their help desk staff or attendants. This provides greater flexibility for the system administrator to delegate responsibilities to attendants. The available privileges are:

- Create Profiles
- Delete Profiles
- Lock/Unlock Profiles
- Run Reports
- Monitor Capacity Management
- View Alarms
- End Meetings

A system administrator or above must perform the following steps to extend system administrator capabilities to attendants. By default, the only function that attendants may complete is to end meetings that are currently in session.

#### **To Configure Help Desk Privileges**

1. In the MeetingTime System tab, for Actions, choose **Help Desk Privileges for Attendants** .
2. For Attributes, review the list of available options and make your selection.
3. Click **Execute** .