Main page: Cisco Unified MeetingPlace, Release 7.0

Up one level: Reference Information

To find this page, click **User Configuration > User Profiles > Add New**.

Note: Table: Field Reference: Add User Profile Page and Edit User Profile Page also describes fields for the following:

- Add User Group Page and Edit User Group page in the Administration Center
  For information about fields that are specific to user groups (not user profiles), see Table: Field Reference: Add User Group Page and Edit User Group Page.

- Add User Profile page and Edit User Profile page in MeetingPlace Conference Manager
  For information about finding these pages in MeetingPlace Conference Manager:
  - Adding a User Profile
  - Updating a User Profile

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Table: Field Reference: Add User Profile Page and Edit User Profile Page

Field	Description
Identification	
First name	First name of the user. Used in meeting participant lists and reports. The value of this field in the guest profile is applied to guest users. In the guest profile, keep the default value or choose a name that clearly indicates a guest meeting participant. If you are creating a user profile for an auto-answer device, enter "autoanswerdevice" in this field. See How to Configure Auto-Answer Devices. Restriction: (Cisco WebEx integration only) Do not leave this field blank.

	Defaults for preconfigured user profiles: Guest (guest), Administrator (admin), Voice Recorder (recorder).
Last name	Last name of the user. Used in meeting participant lists and reports. The value of this field in the guest profile is applied to guest users. In the guest profile, keep the default value or choose a name that clearly indicates a guest meeting participant. Defaults for preconfigured user profiles: User (guest), Cisco Unified MeetingPlace (admin), Cisco WebEx (recorder).
User ID	Unique username by which the user logs in to Cisco Unified MeetingPlace from a workstation. **Note:** Users enter the User ID and User password to log in to Cisco Unified MeetingPlace from a workstation. Users enter the Profile number and Profile password to authenticate to Cisco Unified MeetingPlace from a touch-tone phone. Restrictions: • Unicode is not supported. • Uppercase characters are automatically converted to lowercase characters. • If this field is dimmed and marked with a padlock icon, the user is authenticated by an external directory, and you cannot modify this field. See Methods for Adding User Profiles. • (For Cisco WebEx integration only) Do not modify this field in an existing user profile. Doing so disables future logins to Cisco WebEx by the user. This is also true for system administrator access to the Cisco WebEx Site Administration. Instead of modifying the User ID, create a new user profile in Cisco Unified MeetingPlace and deactivate the previous user profile through the Cisco WebEx Site Administration. Defaults for preconfigured user profiles: guest (cannot modify), admin, recorder.
User password User password confirm	Password used to log in to Cisco Unified MeetingPlace from a workstation. Restrictions: • Unicode is not supported. • If this field is dimmed and marked with a padlock icon, the user is authenticated by an external directory, and you cannot modify this field. See Methods for Adding User Profiles. • (Guest profile only) Leave this field blank in the preconfigured guest profile, because this guest profile field is inherited in all new user profiles. **Note:** If you are adding this information from MeetingPlace Conference Manager, the system permits you to see the password as you type it so that you can easily spell it out to

	users you are assisting. Default for the admin profile: cisco
Last changed	*Display only.* Date when the User password was last modified. Restriction: This date does not apply to Directory Service users, whose passwords are stored and controlled by an external device. See Directory Service User Profile Configuration.
Profile number	Unique number that identifies this user profile. Used to authenticate to Cisco Unified MeetingPlace from a touch-tone phone. Recommendation: Use the phone extension or voice-mail number of the user. Restrictions: • If reservationless meetings are enabled on the system, then the following restrictions apply: ♦ You cannot configure a profile number that matches an existing meeting ID. Similarly, users will not be able to schedule a meeting whose meeting ID matches an existing profile number. ♦ If the profile number is longer than 17 digits, then the user cannot own reservationless meetings. This is because meeting IDs cannot be longer than 17 digits. For more information about reservationless meetings, see Configuring Reservationless Meetings. • This field is dimmed for the preconfigured recorder profile. To modify, see Configuring the Cisco WebEx Audio Recorder. Defaults for preconfigured user profiles: 0000 (guest, cannot modify), 0001 (admin), 0002 (recorder).
Profile password Profile password confirm	PIN used to authenticate to Cisco Unified MeetingPlace from a touch-tone phone. Set this as a temporary default PIN. Users must change their profile password when they first connect to Cisco Unified MeetingPlace. Restrictions: • If this field is dimmed and marked with a padlock icon, the user is authenticated by an external directory, and you cannot modify this field. See Methods for Adding User Profiles. • This field is dimmed for the preconfigured guest profile. • This field is dimmed for the preconfigured recorder profile. To modify, see Configuring the Cisco WebEx Audio Recorder.

	Note: If you are adding this information from MeetingPlace Conference Manager, the system permits you to see the password as you type it so that you can easily spell it out to users you are assisting. Default for the admin profile: 24726 (CISCO)
Last changed	*Display only.* Date when the Profile password was last modified. Restriction: This date does not apply to Directory Service users, whose passwords are stored and controlled by an external device. See Directory Service User Profile Configuration.
User status	Whether this profile is active, inactive, or locked. A user with an inactive user profile cannot log in. The user may still attend meetings that are not restricted to profiled users. See Changing the User Status in Cisco Unified MeetingPlace User Profiles. Restriction: The preconfigured admin profile cannot be locked. Default: Group default (Active)
Type of user	Type of user, the configuration of which restricts the privileges and access available to that user in Cisco Unified MeetingPlace. See the About User Types. Defaults: • Guest profile: End user (cannot modify) • Admin profile: System administrator (cannot modify) • All others: End user
Group name	Name of user group to which this user profile belongs. Default: System

E-mail address	E-mail address used in e-mail notifications. Must be in the following format:
	
	1. a-z, A-Z, 0-9
	2. Optional:
	  1. One of these characters: _,.,-
	  2. a-z, A-Z, 0-9
	3. @
	4. a-z, A-Z, 0-9, -
	5. .
	6. a-z, A-Z, 0-9-Only 2-4 characters are allowed at the end
	
	Examples:
	
	• me.myself@example.com

	• someone@example.com Restriction: (Cisco WebEx integration only) Cannot exceed 64 characters. Recommendation: (Guest profile only) Leave this field blank, because this field is inherited by all new user profiles.
E-mail type and format	Determines the following: • Type of e-mail notification sent to this user for scheduled meetings. • Format in which this user sends and receives e-mail notifications. The value of this field in the guest profile is applied to guest users, who in this case are all meeting invitees that are *not* invited by profile. Restriction: To enable the use of the Microsoft Exchange or IBM Lotus Notes formats, you first need to set up the integrations. See one of the following: • Integrating with IBM Lotus Notes • (Release 7.0.2 and later) Enabling Microsoft Outlook Calendar Notifications for Meetings Scheduled from the Cisco Unified MeetingPlace End-User Web Interface • (Release 7.0.1 only) Integrating with Microsoft Outlook Default: Group default (SMTP (HTML))
Main phone number Alternate phone number Alternate phone number 2	Phone number[1] for the system to dial out to the user. Restrictions: • Only the following characters are allowed: ♦ numeric ♦ space ( ) ♦ (),-. ♦ The + character is allowed only as the first character in the field. • (Cisco WebEx integration only) Cannot exceed 30 characters. • The Alternate phone number 2 field is only available in Release 7.0.3. Recommendation: (Guest profile only) Leave this field blank, because this field is inherited by all new user profiles.
Pager number	Pager number[1] of user, used for dial-out features. The number you enter depends on the Pager type: • For a direct-dial pager, enter the phone number that directly reaches the pager. • For a non-direct-dial pager, enter the PIN used to access the specific pager. You configure the shared phone number that the system calls first to reach the pager system in the Phone number for non-direct-dial pagers field in the user group.

	See How the Find Me Feature Works with Pagers. Restrictions: • The + character is allowed only as the first character in the field. • Only the following characters are used to call the pager: 0-9, #, and *. • All other characters are ignored by the system but generate INFO events in the system log. • See Restrictions for Using the Find Me Feature with Pagers. Recommendation: (Guest profile only) Leave this field blank, because this field is inherited by all new user profiles.
Pager type	Type of pager: • Direct-dial pager-Pager is reached directly by dialing a phone number. • Non-direct-dial pager-Pager is reached by dialing a phone number *and* entering a PIN that specifically identifies the pager. You configure the shared phone number that the system calls first to reach the pager system in the Phone number for non-direct-dial pagers field in the user group. Default: Direct-dial pager
Method of attending	The method by which this user joins meetings that are scheduled by this user, reservationless meetings that this user starts, and meetings to which this user is invited by profile. Options: • Have user call in-User either calls into meetings or uses the Call Me dial-out feature from the web. • Have system find user-Enables the Find Me dial-out feature for this user. Default: Have user call in
Search order for find me	The order in which the system attempts to call the user for the Find Me dial-out feature. See About the Find Me Feature. Defaults: • First: Main phone • Second: Alternate phone • Third: Pager
User ID of delegate	User ID of the person who is allowed to view, reschedule, end, and delete meetings on behalf of this user. Only users of type Delegate may be entered in this field.

	If this field is left blank, then only users of type Attendant and System administrator can manage meetings on behalf of this user. Restrictions: • When a meeting is *rescheduled* by a Delegate, Attendant, or System administrator on behalf of another user, the meeting attributes are not changed unless specifically modified through the More Options page. • Microsoft Outlook delegates are completely separate from Cisco Unified MeetingPlace delegates. The Type of user and User ID of delegate fields in Cisco Unified MeetingPlace user profiles do not affect the privileges and capabilities of Microsoft Outlook delegates. Default: Group default (None)
Region	Geographical region that determines which options become available in the Time zone field. Default: Other
Time zone	Time zone in which the user typically conducts business. The drop-down menu options depend on which Region is selected. Recommendations: • Do not use the default "Local time of Cisco Unified MeetingPlace server" which is configured during installation and may be modified at any time through the CLI. Time discrepancies may occur between meetings that are scheduled before and after each server time change. • See the About Time Zones. Default: Group default (Local time of Cisco Unified MeetingPlace server)
Language	Choose from the languages that were previously installed and activated on the system. See the Configuring Languages for Cisco Unified MeetingPlace module. The value of this field in the guest profile is applied to guest users. Default: Group default (English (US))
Billing code	Billing code that is applied to meetings scheduled by the user. Meeting schedulers can modify the billing code for each meeting. Billing reports are sorted by billing code and then by User ID. **Note:** If an Attendant or System administrator schedules a meeting on behalf of another user, then the meeting uses the billing code of the meeting scheduler, but the system counts the minutes against the meeting owner (on whose behalf the meeting was scheduled).

	Recommendations: • Follow existing conventions at your company, such as department codes. • (Guest profile only) Leave this field blank, because this field is inherited by all new user profiles. Default: Group default (None)
Default meeting category	Meeting category that appears by default on the scheduling page for this user. Unless you hide the field on the end-user web interface, meeting schedulers can specify the meeting category for each meeting. See Configuring Meeting Categories. Default: Group default (Standard)
Schedule home server	Local Cisco Unified MeetingPlace Application Server assigned to this user. When the user schedules a meeting, the system attempts to schedule the meeting through this Application Server first. If the server does not have enough resources, then the system tries another Application Server, for example, a remote RSNA system. Requirement: This number must match the Home Server number that identifies this server. **Note:** If you want to assign an RSNA Reserved Meeting Server to this user, make sure that the system has two remote server records for the reserved meeting server: one with a Home Server number in the range 0 to 999, and one with a checked Reserved Meeting Server check box. For details, see RSNA Reserved Meeting Server. Default: Group default (0)
Permissions	
Use reservationless	Whether the user can own reservationless meetings. Default: Group default (Yes)
Maximum meeting length (minutes)	User cannot schedule meetings longer than this number of minutes. Restrictions: • This field does not apply to continuous meetings. • If this value differs from the following, then the system uses the lowest value: ♦ Maximum meeting length (minutes) field on the Meeting Configuration Page. ♦ Maximum Call Duration Timer service parameter in Cisco Unified Communications Manager.

	See Configuring the Maximum Call Duration in Cisco Unified Communications Manager. Default: Group default (240)
Scheduling restriction (meetings to start within 6 hours of scheduling)	Scheduling restrictions for this user: • Unrestricted-User may schedule an unlimited number of meetings. • Cannot schedule-User cannot schedule meetings, regardless of start time. • *Numeric value*-Maximum number of meetings that the user may schedule to begin within six hours after the time of scheduling. Each time the user attempts to schedule a meeting, the system counts the number of meetings owned by the user that are scheduled to begin within the next six hours. If this number is greater than the field value, then the user cannot schedule any more meetings to begin within the next six hours. Note that the user may still schedule an unlimited number of meetings to begin more than six hours after the time of scheduling. Default: Group default (Unrestricted)
Maximum number of attachments	Maximum number of attachments the user may upload per meeting. Default: Group default (10)
Can change meeting ID via phone	Whether the user can change the meeting ID over the phone for meetings owned by the user. Default: Group default (Yes)

Video usage	Whether the user can attend, host, or reserve video ports for video meetings.
	
	• Can attend video meetings
	  ♦ User can attend video-enabled meetings as a video participant.
	  ♦ User *cannot* schedule meetings that allow video participants.
	• Can attend + host video meetings
	  ♦ User can attend video-enabled meetings as a video participant.
	  ♦ User schedules video-enabled meetings, which means that video participants may attend.
	• Can attend + host video meetings + reserve video ports
	  ♦ User can attend video-enabled meetings as a video participant.
	  ♦ User schedules video-enabled meetings, which means that video participants may attend.
	  ♦ While scheduling meetings, the user can reserve video resources and invite video terminals.
	
	Default: Group default (Can attend video meetings)

Can call out from meetings	Whether dial-out privileges are enabled for this user. The value of this field in the guest profile is applied to guest users.

	Restriction: *Anyone* may dial out from Cisco WebEx web meetings, regardless of the user profile settings. Default: Group default (Yes)
Maximum TUI outdial attempts per meeting	Maximum number of TUI (#31) dial-out calls that this user may attempt from within a meeting. • Failed dial-out attempts from the TUI count against this number. • Dial-out attempts from the web meeting room do *not* count against this number. A value of 0 means that the user cannot press #3 to dial out from within a meeting. Default: Group default (Unrestricted)
Can send notifications	Whether notifications are sent for meetings scheduled by the user. Restriction: Notifications are never sent for reservationless meetings. Recommendations: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace is in use, because users might expect and rely on the current e-mail notification behavior. Default: Group default (Yes)
Can receive notifications	Whether to send e-mail notifications to the user. Recommendations: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace is in use, because users might expect and rely on the current e-mail notification behavior. Default: Group default (Yes)
Auto attend mode	Enables or disables the auto attend feature for the user. When enabled, you specify whether the caller automatically joins meetings or is only authenticated. For details, see Configuring the Auto Attend Feature for Cisco Unified MeetingPlace. Default: Group default (None)
Auto attend requires profile password	When the auto attend feature is enabled, this field specifies whether the user must enter the Profile password before being automatically authenticated or placed into meetings. Default: Group default (Yes)

Meeting password required	Whether scheduled and reservationless meetings owned by this user require a meeting password. Restrictions: • This field is ignored if the Minimum meeting password length field on the Meeting Configuration Page is set to 0. • In reservationless meetings, meeting passwords are not required to join the web meeting room. Default: Group default (No)
Can record meetings	Whether this user has recording privileges, specifically: • Whether this user can start and stop the recording of any meeting from the TUI, regardless of who scheduled the meeting. • For meetings owned by this user, whether moderators can start and stop recording from the web meeting room. • Whether this user can configure the following options after clicking **More Options** from the New Meeting scheduling page: ♦ Reserve a recording resource (if any are available for the meeting time) ♦ Automatically start recording the meeting Restriction (guest profile only): When set to Yes, this field enables guest users to start and stop meeting recordings: • From the TUI only (not from the web meeting room). • Only if the Guests can lock and record meetings field on the Usage Configuration Page is also set to Yes. Default: Group default (No)
Recordings and Attachments	
Who can access	Who can access attachments and listen to recordings for scheduled meetings owned by this user. Restriction: This field does not apply to reservationless meetings. Anyone can access reservationless meeting recordings and attachments. Default: Group default (Anyone)
Reserve resource for recording	When set to Yes, the system attempts to reserve a recording resource for each meeting owned by this user. If a recording resource is available, then the system reserves the resource from the scheduled meeting start time until the scheduled meeting end time. If the meeting terminates before the scheduled end time, so does the resource reservation. When set to No:

	• If a recording resource is available, then a meeting participant (with recording privileges) may still start recording from the TUI, or a meeting moderator may start recording from the web meeting room. If, however, no recording resources are available at that time, then the meeting cannot be recorded until a recording resource is released. • If the Auto-start recording field is set to Yes, recording does *not* automatically start for meetings owned by this user. Instead, either a meeting participant (with recording privileges) starts the recording from the TUI, or a meeting moderator starts the recording from the web meeting room. If, however, all participants leave a meeting that is being recorded, then the recording will restart automatically if users rejoin the meeting. Both the Reserve resource for recording and Auto-start recording fields affect whether and how the system automatically starts recording meetings. See Table: User Profile Field Combinations for Automatically Starting Recordings. See Recording Resources and Port Usage. Restrictions: • This field is always set to No when the Can record meetings field is set to No. • This parameter is supported for Release 7.0.1 and 7.0.2 (MR1) only. Default: Group default (No)
Auto-start recording	When set to No, the system never automatically starts recording meetings that are owned by this user. Instead, a meeting participant (with recording privileges) must start the recording. When set to Yes: • Recording begins when the first user enters the audio component of a Collaborative or Presentation meeting, or when the moderator joins a Webinar meeting. For information about these meeting templates, see the *User Guide for Cisco Unified MeetingPlace* at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html. • If the Reserve resource for recording field is set to No, recording does *not* automatically start for meetings owned by this user. Instead, a meeting participant (with recording privileges) must start the meeting recording. If, however, all participants leave a meeting that is being recorded, then the recording will restart automatically if users rejoin the meeting. Both the Reserve resource for recording and Auto-start recording fields affect whether and how the system automatically starts recording meetings. See Table: User Profile Field Combinations for Automatically Starting Recordings. See Options for Starting Meeting Recordings.

	Restriction: This field is always set to No when the Can record meetings field is set to No. Default: Group default (No)
Outdial Meeting Defaults	
Ask for profile password	Whether a dialed-out participant must provide a profile password before being admitted into the meeting. Default: Group default (Yes)
Meeting Preferences	
Entry announcement	Announcement played when callers join meetings scheduled by this user. Default: Group default (Beep + name)
Departure announcement	Announcement played when callers leave meetings scheduled by this user. Default: Group default (Beep + name)
Meeting entry mode	Whether participants hear one, both, or none of the following items when they join meetings scheduled by this user: • Meeting ID confirmation • Name recording option Restriction: Participants who automatically join a meeting through the Auto Attend Feature will hear the meeting ID confirmation, even if the Meeting entry mode for the meeting is configured to skip the meeting ID. Default: Group default (Skip ID repeat)
Who may skip password	Specifies who may join a meeting scheduled by this user without entering a meeting password. Default: Group default (Nobody)

Who can attend	Specifies who may attend meetings scheduled by this user.
	
	Restrictions:
	
	• This field is ignored for reservationless meetings, which anyone may attend.
	• If meeting attendance is restricted to profiled users, then:
	  ♦ Unprofiled external users (such as your customers or business partners) and users with locked profiles cannot attend meetings, even if they are invited.
	  ♦ Only those who successfully authenticate to Cisco Unified MeetingPlace may attend these meetings.

	Default: Group default (Anyone)
Show meetings in public listing	Whether to publicly list the meetings scheduled by this user in the end-user web interface. Unless you hide the field on the end-user web interface, meeting schedulers can override this setting. Default: Group default (No)
Show reservationless meetings in public listing	Whether to publicly display reservationless meetings owned by this user in the end-user web interface. Default: Group default (Yes)
Host web meetings with	Whether web ports are reserved when users in this group set up meetings: • Full meeting room-Reserves web ports, if available. • Participant list only-Does not reserve web ports. Web meeting participants see the lite web meeting room. **NOTE:** You cannot use this option if you are using Cisco WebEx as your web meeting provider. For information about the features available in the full web meeting room and the lite web meeting room, see the *User Guide for Cisco Unified MeetingPlace* at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html. **Note:** This field applies to both scheduled and reservationless meetings. Restriction: If the user is logged in when this field is modified, then the previous setting applies until the user logs out and logs back in. Recommendation: If your system has fewer web ports than voice ports available for scheduled and reservationless meetings, then set this field to **Participant list only (no licenses required)** for most users. This configuration helps to keep web ports available for the users who need the full web meeting room to share files or applications. If you want all or most users to be able to schedule full web meetings, make sure that an equal number of web ports and voice parts are available on your system for scheduled and reservationless meetings. See Installing and Managing Licenses for Cisco Unified MeetingPlace. Default: Group default (Full meeting room (licenses required))
End of meeting announcement	Whether the end-of-meeting announcement is played in meetings scheduled by this user. Default: Group default (No)
Meeting extension announcement	Whether meeting-extension announcements are played in meetings scheduled by this user. Default: Group default (No)

Screened entry	Whether screened entry is enabled in meetings scheduled by this user. Default: Group default (No)
Disable roll call	Whether to disable roll call in meetings scheduled by this user. Default: Group default (No)
Allow Internet access	Whether, by default, this user's meetings will be scheduled on a Web Server in the DMZ. • Yes-By default, meetings scheduled by this user are held on the Web Server in the DMZ, and are accessible by anyone on the Internet or intranet. • No-By default, meetings scheduled by this user are held on the Web Server in the intranet, and are accessible by anyone on the intranet only. **NOTE:** Users can change this value at schedule time and schedule web meetings on the Internet or intranet. Default: Group default (No)
Reservationless allow Internet access	Whether this user can host reservationless meetings on a Web Server in the DMZ. • Yes-User can host reservationless web meetings that are accessible by anyone on the Internet or intranet. • No-User can host reservationless web meetings for users on the intranet only. **NOTE:** Users can change this value at schedule time and schedule web meetings on the Internet or intranet. Default: Group default (Yes)
Lecture meeting attend settings	How listen-only participants attend lecture-style meetings scheduled by this user: • Admit as listeners Automatically enter the meeting through the meeting room with their speaking ability turned off. Video participants receive video even when their speaking ability is turned off. Meeting controllers can "Open the floor" at any time to allow for general discussion. • Start callers in waiting room Automatically enter the meeting through the waiting room where they can listen to on-hold music plus any meeting announcements the moderator may have recorded. This option allows speakers to converse in private in the main meeting room before beginning the meeting. Video is blocked for video participants. However, the web portion of the meeting is visible to all web participants. When the moderators are ready to start the audio and video portion of the meeting, they can "Call the meeting to order" and bring all the waiting room participants into the meeting. Participants automatically have their speaking ability turned off until the moderator chooses to "Open the floor." Video participants receive video.

	• Start meeting with floor open Automatically enter the meeting through the meeting room with their speaking ability turned on. When the meeting is set to begin, the meeting controller can "Close the floor" and turn off the speaking ability of participants. Video participants receive video throughout. Default: Group default (Admit as listeners)
Hide web conference provider	Whether the user sees the web conferencing provider field while scheduling meetings. Restriction: This field appears only when Cisco Unified MeetingPlace is integrated with Cisco WebEx, specifically when the Web conference scheduling field on the Cisco WebEx Site and Server Page is set to Unified MP schedule, Cisco WebEx meeting. Default: Group default (Yes)
Default web conference provider	Choose between Cisco Unified MeetingPlace or Cisco WebEx. Restriction: This field appears only when Cisco Unified MeetingPlace is integrated with Cisco WebEx, specifically when the Web conference scheduling field on the Cisco WebEx Site and Server Page is set to Unified MP schedule, Cisco WebEx meeting. Default: Group default (Cisco Unified MeetingPlace)
Notifications	
Priority	Priority of e-mail notifications for meetings scheduled by the user. Default: Group default (Normal)
Send if meeting changes	Whether e-mail notifications are sent when the following parameters change for meetings scheduled by the user: • Date or time • Password • Meeting ID • List of invitees Recommendations: Use a consistent setting across your user base. Also, avoid changing this setting once Cisco Unified MeetingPlace is in use, because users might expect and rely on the current e-mail notification behavior. Default: Group default (Yes)
Include invitee list when scheduled from web	Whether to include a list of invitees in e-mail notifications for meetings that the user schedules from the Cisco Unified MeetingPlace end-user web interface.

	Note that a list of meeting invitees is *not* included in e-mail notifications for meetings that are scheduled from IBM Lotus Notes or the Microsoft Outlook calendar. Users can view the list of invitees through the Microsoft Outlook Scheduling tab. Default: Group default (Yes)
Include password	Whether the meeting password (if any) is included in e-mail notifications for meetings scheduled by the user. Default: Group default (No)
Send attachments	Whether to include attachments in e-mail notifications for meetings scheduled by the user. Default: Group default (No)
Receive attachments	Whether to include attachments in e-mail notifications sent to this user. Default: Group default (No)
Q&A Meetings	
Off at meeting startup	Whether Cisco Unified MeetingPlace disables the Q&A feature at the start of lecture-style meetings scheduled by this user. If Q&A is disabled at the start, the moderator can enable the Q&A feature during the meeting by pressing **#7**. Default: Group default (No)
Notify attendees about Q&A	Whether to play an instructional Q&A prompt as people join lecture-style meetings scheduled by this user. Default: Group default (No)
Q&A introduction	Whether to announce to everyone when a participant is given the floor in lecture-style meetings scheduled by this user. Default: Group default (Beep + name)
Q&A departure	Whether to announce to everyone when a participant leaves the floor in lecture-style meetings scheduled by this user. Default: Group default (Beep + name)
Automatically ask next question	In lecture-style meetings scheduled by this user, whether participants in line to ask a question are automatically granted speaking ability at their turn. Default: Group default (No)
More than one question per site	In lecture-style meetings scheduled by this user, whether any participant may occupy multiple positions in the queue to ask a question. This field does not limit the number of questions a participant can ask, but it does limit the

	number of times they can be listed in the queue to ask a question. Default: Group default (Yes)
Tell my position in line	While attending a lecture-style meeting, whether this user is informed about the position in the queue to ask a question. Default: Group default (Yes)
Disable floor warning prompt	While attending a lecture-style meeting, whether this user is warned about being next in line to be given the floor. Default: Group default (Yes)
Flex Fields	
If profile flex fields are configured, then they appear in this area. See the Configuring Flex Fields for Cisco Unified MeetingPlace module.	

Footnote 1: The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace. For example, if calls within your company are made by dialing the last four digits of a phone number, then enter only the last four digits in Cisco Unified MeetingPlace for internal phone numbers. If, however, you want Cisco Unified MeetingPlace to call a phone in a different area code, then you may need to include a 9 and the complete telephone number including the area code.

Related Topics

- Configuring User Profiles and User Groups for Cisco Unified MeetingPlace
- Configuring Meetings for Cisco Unified MeetingPlace
- Configuring Recordings for Cisco Unified MeetingPlace
- Integrating Cisco Unified MeetingPlace with Cisco WebEx
- Securing the Cisco Unified MeetingPlace System
- Configuring Dial-Out Features for Cisco Unified MeetingPlace
- Configuring Flex Fields for Cisco Unified MeetingPlace
- Configuring Reservationless Single Number Access (RSNA) for Cisco Unified MeetingPlace
- How to Moderate a Question and Answer Session

Reference Information about User Profile Fields

About User Types

The Type of user field in each user profile determines the user privileges and capabilities in Cisco Unified MeetingPlace. See Table: Types of Users.

Table: Types of Users

Type of user	Description
End user	• Can schedule and control meetings, attend meetings to which they have been invited, attend any publicly listed meeting, and modify preferences in their own user profiles. • Cannot access the Administration Center or MeetingPlace Conference Manager.
Delegate	• Can view, reschedule, end, or delete meetings on behalf of end users whose user profiles specify that delegate in the User ID of delegate field. • Cannot *schedule* meetings on behalf of other users, even those whose user profiles specify that delegate in the User ID of delegate field. • Cannot access the Administration Center or MeetingPlace Conference Manager. • Cannot change user permissions before or during the meeting. **Note:** Microsoft Outlook delegates are completely separate from Cisco Unified MeetingPlace delegates. The Type of user and User ID of delegate fields in Cisco Unified MeetingPlace user profiles do not affect the privileges and capabilities of Microsoft Outlook delegates.
Attendant	• Can view, schedule, reschedule, end, and delete meetings on behalf of all users. • Has limited access to the Administration Center, depending on the configured Attendant privileges on the Usage Configuration Page. • Can download and use MeetingPlace Conference Manager, though capabilities are affected by the Attendant privileges on the Usage Configuration Page.
System administrator	• Can join *any* meeting, even if the maximum number of ports per meeting are in use, as long as floater ports are available. Can join password-protected meetings without the meeting password, even if uninvited. • Can view, schedule, reschedule, end, and delete meetings on behalf of all users. • Has full access to the Administration Center. • Can download and use MeetingPlace Conference Manager.

Related Topics

- Add User Group Page
- Configuring Attendant Privileges
- Using MeetingPlace Conference Manager

About Time Zones

Each user profile has a Time zone setting. Things you should know about time zones in Cisco Unified MeetingPlace:

- For each meeting, Cisco Unified MeetingPlace accepts and reports the start time in the time zone of the meeting scheduler.
- All e-mail notifications use the time zone of the meeting scheduler, even those that are sent to invitees in different time zones.
- On the Find Meeting and Meeting Details pages in the end-user web interface, the meeting times appear in the time zone of the user who is logged into the end-user web interface.
- All instances of recurring meetings take place at the same time of day in the time zone configured in the user profile of the meeting scheduler. Meeting invitees must adjust for time zone differences. Remember that some locations, such as Arizona, do not use daylight savings time.
- Cisco Unified MeetingPlace schedules meetings using Greenwich Mean Time (GMT). At the time each meeting is scheduled, the system converts the meeting time to GMT from the time zone that is defined in the user profile of the meeting scheduler. If the time zone setting is changed in the user profile *after* a meeting is scheduled, the scheduled time of that meeting does *not* change to reflect the new time zone. Meetings must be rescheduled to reflect the new time zone.

Related Topics

- Add User Group Page