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The Cisco Unified MeetingPlace database should have a user profile for every person who sets up meetings and attends meetings regularly. Unprofiled users, called guest users, may attend meetings that are not restricted to profiled users only. System administrators are responsible for maintaining the directory of users and their associated privileges.

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Benefits of Being a Profiled User

Although unprofiled users may attend unrestricted meetings as guests, only profiled users may perform the following actions:

- Start or own reservationless meetings
- Schedule and manage meetings
- Update and maintain some of their own user profile settings
- Attend meetings and access recordings that are restricted to profiled users
- Be contacted by phone or pager at the time of their meetings

Related Topics

- [Guest Profile Fields That Apply to Guest Users](#)

About Preconfigured User Profiles

Cisco Unified MeetingPlace comes preconfigured with these user profiles:

- [Admin Profile](#)
- [Recorder Profile](#)
- [Guest Profile](#)

Admin Profile

Use the preconfigured *admin* profile to log in to the Administration Center for the first time.

After this initial login, the system administrator typically creates a separate user profile for each individual who will act as system administrator. You may, however, choose to continue to use the admin profile to log in to the end-user web interface and the Administration Center.

Related Topics

- [Logging In to the Cisco Unified MeetingPlace Administration Center](#)

Recorder Profile

The preconfigured *recorder* profile is applicable only when Cisco Unified MeetingPlace is integrated with Cisco WebEx. Cisco WebEx Network-Based Recording (NBR) uses the recorder profile to access and record the audio portion of Cisco WebEx meetings.

Related Topics

- [Configuring the Cisco WebEx Audio Recorder](#)

Guest Profile

The system uses the preconfigured *guest* profile primarily as a template for new user profiles, but some field values are applied to guest users.

Guest Profile Fields That Apply to Guest Users

Guest users are unprofiled users or users who access Cisco Unified MeetingPlace without logging in. Only the following fields in the preconfigured guest profile apply to guest users:

- **First name**-Used in meeting participant lists, reports, and in video labels of live conferences.

(Release 7.0.3) and later) If you want to change the video label of the guest profile, make sure to put all of the text that you want displayed into the **First name** field. Video labels are displayed in the lower left corner of the video windows.
- **Last name**-Used in meeting participant lists and reports.

(Release 7.0.3) and later) The last name of the guest profile is not displayed in the video labels of live conferences. If you want to change the video label of the guest profile, make sure to put all of the text that you want displayed into the **First name** field.
- **Type of user**-End user (cannot be modified).
- **E-mail type and format**-Used in e-mail notifications sent to invitees that are *not* invited from the Cisco Unified MeetingPlace directory.
- **Language**-Affects the following:
 - ◆ End-user web interface used to schedule, find, and attend meetings.
 - ◆ Voice prompts for the following dial-out features when initiated by guest users: [Find Me](#) and [Dial Out From Within a Meeting](#).
 - ◆ E-mail notifications sent to invitees that are not selected from the Cisco Unified MeetingPlace directory.
- **Can call out from meetings**-Whether guests have dial-out privileges.

- Can record meetings-Whether guests can start and stop recording from the telephone user interface (TUI) only. Guests cannot start and stop meeting recordings from web meeting room, because only meeting moderators may do so.

Note: In the guest profile, the Can record meetings field applies to guest users only when the Guests can lock and record meetings field on the Usage Configuration Page is also set to Yes.

Guest Profile Fields That Apply to New User Profiles

The preconfigured guest profile serves as a template for new user profiles. For example, if you configure the Maximum meeting length (minutes) field to 90 in the guest profile, all new user profiles will have this field initially set to 90.

All guest profile fields are applied to new user profiles, *except* those in the following list:

- First name
- Last name
- User ID
- User password
- Profile number
- Profile password

Remember that if you change the Group name in a user profile, all fields that are set to "group default" will inherit values from the new user group.

Related Topics

- How to Configure User Groups

Methods for Adding User Profiles

Timesaver: Create or import user groups before you create or import user profiles. User profiles inherit user group configurations, so you can avoid configuring most fields for each user.

There are three ways to populate the Cisco Unified MeetingPlace database with user profiles. The method used to add each user profile to Cisco Unified MeetingPlace determines the authentication method used for user login attempts. See Table: Methods for Adding User Profiles and Authenticating Users.

Table: Methods for Adding User Profiles and Authenticating Users

Method of Adding User Profiles	Authentication Method
Through Directory Service import (recommended)	External AXL authentication See External AXL Authentication for Directory Service Users .
By import	Depends on <code>isLocalUser</code> user profile import field: <ul style="list-style-type: none"> • Yes -- Locally on Cisco Unified MeetingPlace • No -- External AXL authentication
Manually	Locally on Cisco Unified MeetingPlace

Related Topics

- [Configuring Cisco Unified MeetingPlace Directory Service](#)
- [Adding or Editing User Profiles by Import](#)
- [Adding User Profiles Manually](#)

Adding User Profiles Manually

Manually creating user profiles through the Administration Center is useful for:

- Adding one or a few new users to the database when you cannot use [Directory Service](#) to add them.
- Adding temporary user profiles for visitors.

Before You Begin

- To instead add a large number of user profiles, see one of the following:
 - ◆ [Configuring Cisco Unified MeetingPlace Directory Service](#)
 - ◆ [Adding or Editing User Profiles by Import](#)
- Create user groups before you create individual user profiles.

Many user profile attributes are inherited from the assigned user group. This mechanism allows you to avoid configuring most fields for individual users. See [How to Configure User Groups](#).

- The guest profile serves as a template for new user profiles. To speed up the process of creating user profiles, configure as many fields as are applicable in the guest profile to group default.

Procedure

1. Log in to the Administration Center.
2. Click **User Configuration > User Profiles**.
3. Click **Add New**.
4. Enter or change the values in the fields.
Tip: If you select the group default option in any field, the value that is inherited from the assigned user group appears in parentheses in that field.
5. Click **Save**.
6. Verify that your new user profile appears on the [User Profiles Page](#).

What To Do Next

Proceed to [Updating All User Profiles](#) if you want the new user profiles to be available immediately for meeting invitations. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Related Topics

- [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#)
- [Methods for Adding User Profiles](#)
- [Guest Profile Fields That Apply to New User Profiles](#)
- [Replication Service](#)

Searching for a Specific User Profile

Procedure

1. Log in to the Administration Center.
2. Click **User Configuration > User Profiles**.
3. Choose whether to search by user ID or name (either first or last name).
4. Enter the user ID, first name, or last name of the user profile that you are looking for.
 - ◆ The entire name is not required.
 - ◆ The search tool is not case sensitive.
5. Click **Search**.
 - ◆ If the search results are too large, enter the entire user ID, entire first name, or entire last name of the user profile that you are looking for, and click **Search**.
 - ◆ At the bottom right corner, use the page navigation tools, such as the arrows and Go buttons, to browse the long list of user profiles.
6. To view a specific user profile, click **Edit** in the same row as the user profile.

Related Topics

- [Table: Navigation Reference: User Profiles Page](#)

Editing a User Profile

Before You Begin

- If you are editing a [Directory Service](#) user profile, make sure that you modify the correct [Source](#) of the user profile field configuration. See [Directory Service User Profile Configuration](#).
- To edit a batch of multiple user profiles instead of a single user profile, see [Adding or Editing User Profiles by Import](#).

Procedure

1. Log in to the Administration Center.
2. Click **User Configuration > User Profiles**.
3. Find the user profile that you want to modify.
4. Click **Edit** in the same row as that user profile.
5. Enter or change the values in the fields.
6. Click **Save**.

Related Topics

- [Searching for a Specific User Profile](#)
- [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#)
- [Replication Service](#)

What To Do Next

Proceed to [Updating All User Profiles](#) if you want the modified user profile settings to take effect immediately. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Deleting a User Profile

Before You Begin

- To instead delete a batch of multiple user profiles, see [Deleting User Profiles by Import](#).
- Deleting user profiles is an irreversible operation. Before you delete user profiles, consider creating a backup copy so that you can later retrieve the deleted user profiles if necessary. Use one of the following options:
 - ◆ [Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server](#)
 - ◆ [Exporting User Profiles](#)

Note: Passwords are not exported. Therefore, to import any previously deleted user profiles, you will need to provide a [User password](#) ([EncryptedUserPWD](#) or [upwd](#)) and [Profile password](#) ([EncryptedProfilePWD](#) or [prfpwd](#)) for each user.

Restrictions

- (Cisco WebEx integration only) Deleting user profiles on Cisco Unified MeetingPlace does *not* disable access to Cisco WebEx. You must deactivate those users through the Cisco WebEx Site Administration.
- You cannot delete the preconfigured admin, guest, or recorder user profiles.

Procedure

1. Log in to the Administration Center.
2. Click **User Configuration > User Profiles**.
3. Find the user profile that you want to delete.
4. Check the check box in the same row as the user profile that you want to delete. You may select multiple user profiles.

Make sure that you uncheck any check boxes for user profiles that you want to keep in the Cisco Unified MeetingPlace database.
5. Click **Delete Selected**.
6. When the confirmation pop-up window appears, click **OK**.
7. Verify that the deleted user profile does not appear in the [User Profiles Page](#).

Related Topics

- [Table: Navigation Reference: User Profiles Page](#)
- [Deactivating Cisco WebEx User Profiles](#)