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**Note:** To use the MeetingPlace Conference Manager, you must have either System Manager or Attendant privileges.

**Caution!!** To avoid system issues, we recommend that you limit the usage of concurrent Conference Manager sessions.

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## Adding a User Profile

### Restriction

- This feature was introduced in Release 7.0.2.
- If you are logged in as an attendant, you may not have the correct privileges to add user profiles. These privileges are configured by the system administrator through the Administration Center. See [Configuring Attendant Privileges](#).

### Procedure

1. Log in to a server.
2. Click the **Users** tab.
3. Click **Add User**.
4. Enter the user information.
5. Click **Save**.

### Related Topics

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

## Searching for a User Profile

Complete this procedure to find a user profile in MeetingPlace Conference Manager.

### Procedure

1. Log in to a server.
2. Scroll down to the Search For Users section.
3. Search for the user.
  - ◆ Click one of the shortcuts for locked or inactive users if they apply.
  - ◆ If neither of the shortcuts apply, enter a search parameter and click **Search**.
4. Click the **Users** tab to see your search results.
5. (Optional) Filter your search results by username or profile number.

### Related Topics

- [Modifying the Status of a User Profile](#)
- [Changing the Login Information for a User](#)
- [Updating a User Profile](#)
- [Deleting a User Profile](#)

## Modifying the Status of a User Profile

Complete this procedure to set a user profile as active, inactive, or locked. You can modify the status of one profile or a group of profiles.

### Before You Begin

- Any user profiles you want to modify must be on the local server.
- If you are logged in as an attendant, make sure that you have permission to modify user profiles. This is set on the Cisco Unified MeetingPlace Application Server: **Admin > System configuration > Usage configuration > Attendant privileges**.
- The user status of the admin profile and the recorder profile cannot be set to Locked.

### Procedure

1. Log in to a server.
2. Search for the user whose status you want to modify.
3. Click the user entry.  
To choose more than one user entry, press the Ctrl key while clicking more user entries.
4. Click **Set status as...** and choose the status you want to apply.

### Related Topics

- [Searching for a User Profile](#)

## Changing the Login Information for a User

Complete this procedure to change the user password, profile password, or e-mail address of a user. You can also use this procedure to change the user status.

### Before You Begin

- Any user profiles you want to modify must be on the local server.
- The user status of the admin profile and the recorder profile cannot be set to Locked.

## Procedure

1. Log in to a server.
2. Search for the user whose login information you want to modify.
3. Click the user entry.  
To choose more than one user entry, press the Ctrl key while clicking more user entries.
4. Click **Change Login Info**.
5. Enter your changes.
6. Click **Save**.

## Related Topics

- [Searching for a User Profile](#)

# Updating a User Profile

## Before You Begin

This user information must be on the local server.

## Procedure

1. Log in to a server.
2. Search for the user whose information you want to update.
3. Click the user entry.
4. Click **Edit User** to open the Edit user profile window.
5. Enter your changes.
6. Click **Save**.

## Related Topics

- [Searching for a User Profile](#)

# Deleting a User Profile

## Before You Begin

- This feature was introduced in Release 7.0.2.
- This user information must be on the local server.

**Procedure**

1. Log in to a server.
2. Search for the user whose profile you want to delete.
3. Click the user entry.
4. Click **Delete User**.
5. Click **Yes**.

**Related Topics**

- [Searching for a User Profile](#)