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This section describes how to log in as a system administrator to the Cisco Unified MeetingPlace Express application and how to change the web password for the system administrator.

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Logging in to the Cisco Unified MeetingPlace Express Administration Center

Procedure

1. On the desktop, double-click the Cisco Unified MeetingPlace Express icon.
The system displays the Cisco Unified MeetingPlace Express application Attend page.
2. From the menu bar at the top of the page, click **Log In**.
3. On the Log In page, enter the following information: Username = *admin*, Password = *cisco*
Note: The password is case-sensitive.
4. Click **Log In**.
5. From the menu bar at the top of the page, click **Administration**.

Changing the Default Web Password for the System Administrator

For security reasons, because the default password is published, we strongly encourage you to change the password for the system administrator.

Procedure

1. Log in to the Administration Center of the Cisco Unified MeetingPlace Express application.
2. On the left, click **User Configuration > User Profile Management**.
3. Under Select Search Rule, enter **admin** in the Begins with field and click **Search**.

4. Click **edit**.
5. In the User password field, enter a new password. Confirm the new password by entering it again in the User password confirm field.
6. Click **Save**.

Logging in to the Cisco Unified MeetingPlace Express Telephone User Interface (TUI)

Follow the steps in this procedure to log in to the Cisco Unified MeetingPlace Express Telephone User Interface (TUI) as a system administrator for the first time. You can use any phone to do this.

Procedure

1. Use any phone to call your Cisco Unified MeetingPlace Express system.
Note: If you are unsure of the number to call, log in to Cisco Unified MeetingPlace Express on the web. The system displays the phone number to call in the top right corner.
2. Listen to the welcome announcement and menu options.
3. To access your profile, press **2#**.
4. When prompted to enter your profile number, enter **0001#**. This is the profile number for the system administrator.
5. When prompted to enter your profile number PIN, enter **24726#**.