Cisco_Unified_MeetingPlace_Express,_Release_2.x_--_Field_Reference:_Add_User_Profile

Main page: Cisco Unified MeetingPlace Express, Release 2.x

Previous page: Page References

This page is used to define a new user profile and add it to the Cisco Unified MeetingPlace Express database.

Note: The Edit User Profiles Details page uses the same fields as the Add User Profile page.

Contents

Table: Fields on the Add User Profile Page

Field	Description	Value
Identification		
First name	User's first name. Used in meeting participant lists and reports. Recommendation: (Guest profile only) Keep the default value or choose a name that clearly indicates a guest meeting participant.	0 to 32 alphanumeric characters Default varies by profile: - Guest: Guest - Admin: Administrator - all others: blank
Last name		

	User's last name. Used in meeting participant lists and reports.	1 to 32 alphanumeric characters
	Recommendation: (Guest profile only) Keep the default value or choose a name that clearly indicates a guest meeting participant.	Default varies by profile: • Guest: User • Admin: Cisco Unified MeetingPlace Express • all others: blank
User ID	Username used to log in to Cisco Unified MeetingPlace Express from a workstation. **Note:** The User ID and User password are used to log in to Cisco Unified MeetingPlace Express from a workstation. The Profile number and Profile password are used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone. Restrictions: • This field can only contain these characters: A-Za-z0-9@-_.' • 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 the Methods for Adding New User Profiles. • This field is read only for the guest profile.	1 to 32 alphanumeric characters Default varies by profile: • Guest: guest • Admin: admin
User password	Password used to log in to Cisco Unified MeetingPlace Express 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 the Methods for Adding New 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.	5 to 17 alphanumeric characters Default for the admin profile: cisco
User password confirm	Re-enter the password to match the previous field.	5 to 17 alphanumeric characters
Last changed	(Read only) Date the User password was last changed.	-
Profile number		1 to 17 numeric characters

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	Number that identifies this user profile. Used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone.	Default for the guest profile: 0000
	Recommendation: Use the phone extension or voice-mail number of the user.	Default for the admin profile: 0001
	Restrictions: • If reservationless meetings are enabled on the system, 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. For more information about reservationless meetings, see the Enabling Users to Schedule Reservationless Meetings. • 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 the Methods for Adding New User Profiles. • This field is read only for the preconfigured guest profile.	
Profile password	Password used to authenticate to Cisco Unified MeetingPlace Express from a touch-tone phone. Set this as a temporary default password. Users must change their profile password when they first connect to Cisco Unified MeetingPlace Express. 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 the Methods for Adding New User Profiles. • This field is read only for the preconfigured guest profile.	5 to 17 numeric characters Default for the guest profile: <none> Default for the admin profile: 24726
Profile password confirm	Re-enter the password to match the previous field.	5 to 17 numeric characters
Last changed	(Read only) Date the Profile password was last changed.	-
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 the How to Change the State of a User Profile.	No/Yes/Locked/ Group Default Default: Group Default

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	Restriction: The preconfigured admin profile cannot be locked.	
Type of user	Type of user, the configuration of which restricts the privileges and access available to that user in Cisco Unified MeetingPlace Express. Restriction: This field cannot be modified for the guest and admin profiles.	End User/Delegate/ Attendant/ System Mgr/ API User Default: End User Default for the guest profile: End User Default for the admin profile: System Administrator
Group name	Name of user group, if any, to which this user profile belongs.	System/*DefinedGroups* Default: System

E-mail address	E-mail address used in e-mail notifications.
	
	Restriction: 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
	
	Recommendation: (Guest profile only) Leave this field blank in the preconfigured guest profile, because this field is inherited in all new user profiles.
		0 to 128 alphanumeric characters

E-mail format	The format in which this user sends and receives e-mail messages.	txt/html Default: html
E-mail type		

	The type of notification sent to this user for meetings that are scheduled from the End-User Interface:	SMTP/Exchange/ Group Default
	• SMTP-E-mail notification from the Cisco Unified MeetingPlace Express server • Exchange-Microsoft Outlook Calendar notification from the Microsoft Exchange Server	Default: Group Default
Main phone #	Primary phone number of user, used for dial-out features. Only the following characters are allowed: (),-. and 0-9. Recommendation: (Guest profile only) Leave this field blank in the preconfigured guest profile, because this field is inherited in all new user profiles.	0 to 32 numeric characters
Alternate phone #	Alternate phone number of user, used for dial-out features. Only the following characters are allowed: (),-. and 0-9. Recommendation: (Guest profile only) Leave this field blank in the preconfigured guest profile, because this field is inherited in all new user profiles.	0 to 32 numeric characters[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Add User Profile#[1]
Pager #	Pager number 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. The shared phone number that the system first calls to reach the pager system is configured in the Phone # for non-direct-dial pagers field in the user group. See the How the Find Me Feature Works With Pagers. Restrictions: • 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 the Restrictions for Using the Find Me Feature With Pagers. Recommendation: (Guest profile only) Leave this field blank in the preconfigured guest profile, because this field is	0 to 32 numeric characters[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Add User Profile#[1]

	inherited in 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. The phone number of the pager system is configured in the Phone # for non-direct-dial pagers field in the user group.	Direct-dial pager/ Non-direct dial pager 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.	Have user call in/ Have system find 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 the How to Configure User Profiles.	Main phone/Alternate phone/Pager Defaults: • First: Main phone • Second: Alternate phone • Third: Pager
User ID of delegate	Username of the delegate who is allowed to schedule, monitor, and reschedule meetings on behalf of this user and manage the user profile.	1 to 30 alphanumeric characters Default: Group Default
Region	Geographical region in which this user typically conducts business. The setting in this field determines which options become available in the Time zone field.	Choose from the options in the drop-down menu. Default: Other
Time zone	User's time zone. Set the time zone for the geographical location in which the user typically conducts business. The drop-down menu options depend on which Region is selected.	Group Default or choose from the options in the drop-down menu. Default: Group Default

Table: Fields on the Add User Profile Page   6

	We recommend that you do not use the setting called "Local time of Cisco Unified MeetingPlace Express server," because the server time may be changed by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change. See the How to Configure User Profiles.	
Language	Preferred language of the user. See the How to Configure User Profiles. Options are the languages that were previously installed and activated on the system. See the How to Configure Languages.	Choose from the options in the drop-down menu. Default: Group Default
Billing code	See Billing code. Recommendations: - Follow existing conventions at your company, such as department codes. (Guest profile only) Leave this field blank in the preconfigured guest profile, because this field is inherited in all new user profiles.	0 to 17 alphanumeric characters Default: Group Default
Recording		-
Who can access	(Read only) The value configured in the Who can attend field determines who can listen to meetings recorded by this user.	-
Outdial Meeting Defaults		
Can call out of meetings	Whether dial-out privileges are enabled for this user. To help secure your system and prevent toll fraud, consider restricting guest users from dialing out. However, this reduces the usability of Cisco Unified MeetingPlace Express for your guest users.	No/Yes/Group Default Default: Group Default
Ask for profile password	Whether a dialed-out participant must provide a profile password before being admitted into the meeting.	No/Yes/Group Default Default: Group Default
Meeting Preferences		
Entry announcement	Announcement played when this user joins meetings.	Beep only/ Beep+Name/ Silent/ Group Default Default: Group Default
	Announcement played when this user leaves meetings.	

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Departure announcement		Beep only/ Beep+Name/ Silent/ Group Default Default: Group Default
Skip pre-meeting option	Whether this user immediately joins meetings after entering the meeting ID: • When **No** is selected, the user hears a meeting ID confirmation and is asked to record a name before joining the meeting. • When **Yes** is selected, the user does *not* hear a meeting ID confirmation but is asked to record a name before joining the meeting.	No/Yes/Group Default Default: Group Default
Password required	Whether meetings scheduled by this user require a password. This field also applies to reservationless meetings. Restriction: This field is ignored if the <u>Minimum meeting password length</u> field in the Meeting Configuration page is set to 0.	No/Yes/Group Default Default: Group Default
Who can attend	Determines whether anyone or only profiled users may do the following: • Attend meetings scheduled by this user. • Listen to meetings recorded by this user. If you select **Users with Cisco Unified MeetingPlace Express Profiles only**, only those who successfully authenticate to Cisco Unified MeetingPlace Express may attend the meetings. Restriction: This field is ignored for reservationless meetings, which anyone may attend.	Anyone/Users with Cisco Unified MeetingPlace Express profiles only/ Group Default
Show meetings in public listing	See <u>Show meetings in public listing</u>.	No/Yes/Group Default Default: Group Default
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. For information about the features available in the full web meeting room and the lite web meeting room, see the User	Full meeting room (licenses required)/ Participant list only (no licenses required)/ Group Default Default: Group Default

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	Guide for Cisco Unified MeetingPlace Express Release 2.x. **Note:** This field applies to both scheduled and reservationless meetings. Restriction: Changes to this field are applied to each user only when the user logs in to Cisco Unified MeetingPlace Express after the change has been made. Therefore, if a user is logged in when this field is modified, 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, then make sure that an equal number of web ports and voice parts are available on your system for scheduled and reservationless meetings. See the System Capacity Planning.	
Reserve voice licenses when setting up meetings	Whether voice ports are reserved when users in this group set up meetings. **Note:** This field applies to both scheduled and reservationless meetings. Restriction: Changes to this field are applied to each user only when the user next logs in to Cisco Unified MeetingPlace Express after the change has been made. Therefore, if a user is logged in when this field is modified, the previous setting applies until the user logs out and logs back in.	No/Yes/Group Default Default: Group Default
Video Preferences		
Video Types	Whether to choose from the video types available on the system or to use the group default values. • Select **User specific** to choose a video type for this user. • Select **Group Default** to automatically use the video type that is the default for the group to which this user belongs. To add a video type that is listed in the **Available on the system** table to the **Available to the user** table, do one of the following:	User specific/ Group Default Default: Group Default

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	• Highlight the video type and click the arrow between the tables. • Double-click the video type.	
Remove Video Type	Used to remove a video type from the video types available to that user. Highlight a video type in the **Available to the user** table and click **Remove Video Type**. **Note:** You can also remove a video type from the **Available to the user** table by double-clicking it.	-
Selected video type details	Displays details about the highlighted video type.	-
Restrictions		
Allow scheduling internet meetings	Whether this user can host scheduled meetings on the DMZ server. **Note:** This parameter affects scheduled meetings only. It does not affect reservationless meetings, because reservationless meetings are always held on the DMZ server if SMA is enabled.	No/Yes/Group Default Default: Group Default
Use reservationless	Whether this user can own reservationless meetings. This field displays (Yes) or hides (No) the Start Reservationless link in the End-User Interface for this end user. Restriction: This field is ignored if the Enable reservationless field is set to **No**. See the Field Reference: Meeting Configuration.	No/Yes/Group Default Default: Group Default
Maximum meeting length (minutes)	Maximum length of a meeting, in minutes. This user cannot schedule meetings longer than this amount. Restriction: This number cannot exceed the value entered in the Maximum meeting length (minutes) field. See the Field Reference: Meeting Configuration.	Range: 2 to 1440 Default: Group Default
Video usage	Determines the level of permissions for video meetings. Whether users can attend video meetings, host video meetings, and reserve video ports, or a combination of these.	• Can attend + host video meetings + reserve video ports • Can attend + host video meetings * Can attend video meetings • Group Default Default: Group Default
Sending Notifications		
Enabled for this meeting	Whether notifications are sent when this user schedules meetings.	No/Yes/Group Default

	For reservationless meetings, notifications are not sent.	Default: Group Default
Priority	Priority given to e-mail notifications sent when this user schedules meetings.	Low/Normal/Urgent/ Group Default Default: Group Default
Send if meeting changes	See Send if meeting changes.	No/Yes/Group Default Default: Group Default
Include participant list	Whether to include the names of meeting invitees in e-mail notifications sent when this user schedules meetings.	No/Yes/Group Default Default: Group Default
Include password	Whether the meeting password (if any) is included in e-mail notifications sent when this user schedules a meeting.	No/Yes/Group Default Default: Group Default
Receiving Notifications		
Enabled for receive	Whether this user receives e-mail notifications.	No/Yes/Group Default Default: Group Default
Auto Attend		
Auto attend mode	Determines what the system does when the user calls into the system from the telephone number listed in the user profile. • If set to **Auto-Attend Mtg** and the user is invited to only one meeting at this time, the system places the user into that meeting. • If set to **Auto-Attend Mtg** and the user is *not* invited to any meetings at this time (or if the user is invited to two or more meetings at this time), the system automatically logs the user on. • If set to **Auto-LogIn**, the system automatically logs the user on.	None/Auto-Attend Mtg/ Auto-Login/Group Default Default: Group Default
Auto attend password required	Determines if the user is required to enter a password before being placed automatically into a meeting or being automatically logged on.	No/Yes/Group Default Default: Group Default

Related Topics

- Adding User Profiles Manually

Reference Information about the Fields on the Add User Profile Page

- About User Types
- About Time Zones
- About Language Preferences
- About the Find Me Feature
- Supported Devices for the Find Me Feature
- How the Find Me Feature Works With Pagers
- Restrictions for Using the Find Me Feature With Pagers
- Required Find Me Configurations
- Optional Find Me Configurations
- About Dial-Out Features and Voice Prompt Languages

About User Types

- End users can schedule and control meetings, attend meetings to which they have been invited, attend any publicly listed meeting, and change certain configurations in their own user profiles. End users cannot access the Administration Center.
- Delegates can schedule and manage meetings for assigned end users. Delegates cannot access the Administration Center.

  From the End-User Interface, a delegate can schedule, view, reschedule, end, or delete Cisco Unified MeetingPlace Express meetings on behalf of end users whose user profiles specify that delegate in the User ID of delegate field.

- Attendants are typically the Cisco Unified MeetingPlace Express help desk staff that end users connect to when they need help.

  Attendants cannot schedule a new meeting on behalf of another user.
  Note: Calls to the attendant are not supported if you use a SIP trunk to integrate Cisco Unified MeetingPlace Express with Cisco Unified CallManager Release 4.x or Cisco Unified Communications Manager Release 4.3. For more information about this restriction, see Configuring Call-Control Integration for Cisco Unified MeetingPlace Express in a SIP Environment.
  To an attendant, *all* meetings scheduled on the system are considered public meetings. From the End-User Interface, attendants can view, reschedule, end, or delete Cisco Unified MeetingPlace Express meetings on behalf of all users.
  Attendants also have limited access to the Administration Center.

- System administrators have full access to the End-User Interface and the Administration Center. From the End-User Interface, they can view all scheduled meetings and can join *any* meeting, even if the maximum number of ports per meeting are in use, as long as floater ports are available.

Caution! The delegate and system administrator may attend password-protected meetings, even when they do not know the password and are not invited to the meeting.

About Time Zones

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

- For each meeting, Cisco Unified MeetingPlace Express accepts and reports the start time in the meeting scheduler's time zone.
- The meeting scheduler's time zone is used in all e-mail notifications, even those that are sent to invitees in different time zones.
- On the Find Meeting and Meeting Details pages in the End-User Interface, the meeting times appear in the time zone of the user who is logged into the End-User Interface.
- All instances of recurring meetings take place at the same time of day in the time zone configured in the meeting scheduler's user profile. Meeting invitees must adjust for time zone differences. Remember that some locations, such as Arizona, do not use daylight savings time.
- Cisco Unified MeetingPlace Express 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.

We recommend the following:

- Do not use the default time zone setting called "Local time of Cisco Unified MeetingPlace Express server." The time zone of the server is set during the installation process and may be modified at any time through the CLI by the system administrator. Such a change may cause time discrepancies between meetings that are scheduled before and after each server time change.
- For users in the state of Indiana, choose from the "US: Central" or "US: Eastern" time zone options, depending on the user's specific county. The "US: Indiana" time zone option in Cisco Unified MeetingPlace Express has become obsolete due to changes in the implementation of daylight savings in that state.

About Language Preferences

The language setting in each user group or user profile affects the following items:

- Language used in e-mail notifications received by the user.
- Language used after successful authentication in the End-User Interface, which is used to schedule, find, and attend meetings.
- Voice prompt language heard by the user after successful authentication.

  During active meetings, however, voice prompts heard by all meeting participants use the meeting language. If the meeting language is not specified while scheduling the meeting, the <u>Language</u> configured in the meeting owner's user profile becomes the meeting language.

- Default language used in the web meeting room for meetings that are scheduled by the user.

  All meeting participants see the same language used in the web meeting room. By default, scheduled meetings use the language in the scheduler's user profile, but a different language may be selected while scheduling the meeting.

- Language used in reservationless meetings that are set up by the user.

  All reservationless meeting participants see the web meeting room in the language specified in the meeting owner's user profile. Language selection is not available while setting up reservationless meetings.

- Format in which the date appears in the End-User Interface.
- Language that appears on the Cisco Unified IP Phone screen when subscribed to the Cisco Unified MeetingPlace Express Phone View.

About the Find Me Feature

With the Find Me dial-out feature, Cisco Unified MeetingPlace Express calls the meeting invitees when a meeting begins. This feature is available only to profiled users and can be enabled or disabled in each user profile.

Cisco Unified MeetingPlace Express can call up to three devices, in the order specified in the user profile, to try to reach the user. For each attempt to reach a user, the system waits 10 seconds for an answer before trying the next configured device. Note, however, that the time between Find Me attempts may be longer due to network delays.

- Supported Devices for the Find Me Feature
- How the Find Me Feature Works With Pagers
- Restrictions for Using the Find Me Feature With Pagers
- Required Find Me Configurations
- Optional Find Me Configurations

Supported Devices for the Find Me Feature

Cisco Unified MeetingPlace Express can call the following devices, in the order specified in the user profile:

- Phone-The person who answers the phone is prompted to join the meeting. Depending on the user profile and meeting configurations, the person may also be prompted for a user password or meeting password.
- Direct-dial pager-Pager is directly reached by a phone number.
- Non-direct-dial pager-Pager is reached by a phone number *and* a PIN.

How the Find Me Feature Works With Pagers

Whether a direct- or non-direct-dial pager is used, the end-user experience is the same. The pager displays the following items in a single numeric string:

- Phone number entered in the Access phone number 1 field in the Usage Configuration page
- Meeting ID

When the Find Me feature is configured to call a pager, the following behavior applies:

- For a direct-dial pager:
    1. When the meeting begins, Cisco Unified MeetingPlace Express dials the pager service by using the phone number that is configured in the Pager # user profile field.
    2. After the pager service answers, Cisco Unified MeetingPlace Express sends its own access phone number, which is configured in the Access phone number 1 field in the Usage Configuration page.
    3. Cisco Unified MeetingPlace Express sends the meeting ID.

- For a non-direct-dial pager:
    1. When the meeting begins, Cisco Unified MeetingPlace Express dials the pager service by using the phone number that is configured in the Phone # for non-direct-dial pagers user group field.
    2. Cisco Unified MeetingPlace Express sends the pager-specific PIN or user ID, which is configured in the Pager # user profile field.
    3. After the pager service answers, Cisco Unified MeetingPlace Express sends its own system access phone number, which is configured in the Access phone number 1 field in the Usage Configuration page.
    4. Cisco Unified MeetingPlace Express sends the meeting ID.

Restrictions for Using the Find Me Feature With Pagers

The following restrictions apply when the Find Me feature is configured to call pagers:

- Only numeric pager output is supported. From the Access phone number 1 field in the Usage Configuration page, only the characters 0-9, #, and * are processed and sent to pagers. All other characters are discarded.
- In the pager output, there is no indication of where the access phone number ends and where the meeting ID begins. These values are combined into a single numeric string in the pager output.
- The pager output does not include meeting passwords.
- If the length of the numeric string sent to the pager exceeds the pager's limit, then the pager will not be able to display all the digits.
- Cisco Unified MeetingPlace Express sends RFC 2833 digits in the Real-Time Transport Protocol (RTP) stream. These pager digits must be converted to in-band audio dual-tone multi-frequency (DTMF) signals. The gateway that converts the VoIP traffic in your network to the public switched telephone network (PSTN) must convert RFC 2833 digits to in-band DTMF signals. See the documentation for your specific gateway and software release to verify this capability.
- Cisco Unified MeetingPlace Express cannot send pager digits in the following ways:
    - In the H.323 signaling stream or channel
    - In the SIP signaling stream or channel
    - Directly as in-band audio DTMF signals
- There may be a significant delay between when Cisco Unified MeetingPlace Express calls a pager and when the pager vibrates, flashes, or beeps. If the Search order for find me user profile field is configured to call a phone *after* calling a pager, then the phone may receive the call *before* the pager vibrates, flashes, or beeps. Therefore, we recommend that you or the end user take one or both of the following actions:
    - Select Pager in only the Third option of the Search order for find me user profile field.

♦ If the user wants to receive only a page and no phone calls when a meeting begins, then leave the Main phone # and Alternate phone # user profile fields blank.

You cannot select Pager more than once in the Search order for find me user profile field, but leaving the Main phone # and Alternate phone # user profile fields blank effectively disables those options.

Required Find Me Configurations

Table: Find Me Dial-Out Features shows the fields you must configure to enable the Find Me dial-out feature.

Table: Find Me Dial-Out Features

Administration Center Page	Field and Link to Description	Required Value
Add User Group or Edit User Groups Details	Phone # for non-direct-dial pagers (user group)	(Required only for non-direct dial pagers) Enter the phone number to access the pager system.
Add User Profile or Edit User Profiles Details	Group name (user profile)	(Required only for non-direct dial pagers) Select a user group that is configured with the correct pager system phone number in the Phone # for non-direct-dial pagers field.
Add User Profile or Edit User Profiles Details	Main phone # (user profile) or Alternate phone # (user profile) or Pager # (user profile) Pager type (user profile)	Enter at least one valid phone number or pager number. If you select Non-direct dial pager in the Pager type field, then enter the PIN or user ID for the individual pager in the Pager # field.
Add User Profile or Edit User Profiles Details	Method of attending (user profile)	Have system find user[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Add User Profile#[1]

Add User Profile or Edit User Profiles Details	Search order for find me (user profile)	Specify the order in which the system should attempt to call the user.[[Cisco Unified MeetingPlace Express, Release 2.x -- Field Reference: Add User Profile#1
Add User Group or Edit User Groups Details or Add User Profile or Edit User Profiles Details	Can call out from meetings (user group) or Can call out of meetings (user profile)	Yes

Optional Find Me Configurations

Optionally, you can require dialed-out users to enter the profile password before being admitted into a voice meeting. See Table: Optional Find Me Configuration.

Table: Optional Find Me Configuration

Administration Center Page	Field and Link to Description
Add User Group or Edit User Groups Details or Add User Profile or Edit User Profiles Details	Ask for profile password (user group) or Ask for profile password (user profile)

About Dial-Out Features and Voice Prompt Languages

Dial-out features allow users to quickly and easily join meetings and add other users to meetings in session. Table: Dial-Out Features and Languages Used in Voice Prompts describes the Cisco Unified MeetingPlace Express dial-out features, which can be initiated only by users with the "Can call out of meetings" field set to **Yes** in their user profiles.

Table: Dial-Out Features and Languages Used in Voice Prompts also specifies which voice prompt language is used for each dial-out feature. During active meetings, however, voice prompts heard by all meeting participants use the meeting language. If the meeting language is not specified while scheduling the meeting, then the Language configured in the meeting owner's user profile becomes the meeting language.

Table: Dial-Out Features and Languages Used in Voice Prompts

Dial-Out Feature	Description	Language Used in Each Dialed-Out Call
Find Me	At the scheduled start time of a meeting, Cisco Unified MeetingPlace Express initiates calls to meeting invitees at the phone numbers specified in their user profiles. For details and restrictions, see the <u>About the Find Me Feature</u>.	The voice prompts use the language specified in the user profile of the invited meeting participant.
Call Me	Meeting participants may join a meeting through the web and use the web interface to have Cisco Unified MeetingPlace Express call out to their phones.	For authenticated profiled users, the voice prompts use the language specified in the user profile. For guest users, the voice prompts use the language specified in the Guest profile.
Dial Out From Within a Meeting	During a meeting, participants may trigger Cisco Unified MeetingPlace Express to call additional people to attend the meeting.	When the call is triggered by authenticated profiled users, the voice prompts use the language specified in the user profile. When the call is triggered by guest users, the voice prompts use the language specified in the Guest profile.

Enabling dial-out privileges for a user requires one field to be configured in the user profile. Optionally, you can require dialed-out users to enter the profile password before being admitted into a voice meeting. See <u>Table: Dial-Out Features</u>.

Tip: Many user profile field configurations are inherited from user groups. Consider configuring fields in user groups instead of in individual user profiles.

Table: Dial-Out Features

Administration Center Page	Field and Link to Description	Required Setting
Add User Group or Edit User Groups Details or	<u>Can call out from meetings</u> (user group) or	Yes

Add User Profile or Edit User Profiles Details	Can call out of meetings (user profile)	
Add User Group or Edit User Groups Details or Add User Profile or Edit User Profiles Details	Ask for profile password (user group) or Ask for profile password (user profile)	No