

**Main page:** [Cisco Unified MeetingPlace Express, Release 2.x](#)

The Cisco Unified MeetingPlace Express database should have a user profile for every person who sets up meetings and attends meetings regularly. Unprofiled users may attend meetings that are not restricted to profiled users only.

Cisco Unified MeetingPlace Express comes preconfigured with two user profiles:

- Guest profile-Used primarily as a template for creating new user profiles.
- Admin profile-Used to log in to the Administration Center for the first time.

System administrators are responsible for maintaining the directory of users and their associated privileges.

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## Benefits of Being a Profiled User

While unprofiled users may attend meetings that anyone may join, only profiled users may do the following:

- Start or own reservationless meetings
- Schedule and manage meetings

- Update and maintain some of their own user profile settings
- Attend meetings that are restricted to profiled users
- Be contacted by phone or pager at the time of their meetings
- Access meeting recordings that are restricted to profiled users
- Access the system via speech with the Unity Connection 2.0 integration
- Host and reserve video ports

## Profile Fields That Apply to Guest Users

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

- First name-Used in meeting participant lists and reports
- Last name-Used in meeting participant lists and reports.
- Type of user-Always set to end user (cannot be modified).
- E-mail format-Used when e-mail notifications are sent to guest users.
- Language-Affects the following:
  - ◆ End-User Interface, which is 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 Express directory.

## Profile Fields That Apply to New User Profiles

The guest profile serves as a template for new user profiles that are added to the Cisco Unified MeetingPlace Express database in the following ways:

- Manually through the User Profile Management page in the Administration Center
- Automatically during user authentication by an external directory

For example, if you configure the Maximum meeting length (minutes) field to 90 in the guest profile, then 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

## Methods for Adding New 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 Express database with user profiles:

- Automatically during authentication.
- Importing the data from an external directory.
- Manually adding each new user profile.

We recommend that you choose to automatically create user profiles during authentication whenever possible.

The system automatically creates a user profile when a new user attempts to log in to Cisco Unified MeetingPlace Express and is successfully authenticated through an external directory. Depending on how each user profile is added to the Cisco Unified MeetingPlace Express database, user login attempts are authenticated by one of the following methods:

- Locally on Cisco Unified MeetingPlace Express
- Through an external LDAP directory
- Through an AXL SOAP API.

Automatically adding user profiles during authentication allows eligible, unprofiled users to use Cisco Unified MeetingPlace Express without waiting for a system administrator to import or create their user profiles.

### Related Topics

- [Importing Multiple User Profiles by Using the Import Process](#)
- [Adding User Profiles Manually](#)

## Adding User Profiles Manually

Manually creating user profiles through the Administration Center is useful in the following circumstances:

- Adding one or a few new users to the database, for example, when you need temporary user profiles for visitors.
- When an external directory is not available for automatic profile creation during user authentication.

## Before You Begin

- 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 the [How to Configure User Groups](#).

- The guest profile serves as a template for manually added 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 Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration > User Profile Management**.
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 in the User Profile Management page.

## Related Topics

- [Field Reference: Add User Profile](#)

## Searching for a Specific User Profile

### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration > User Profile Management**.
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 particular user profile's configuration, click **Edit** in the same row as the user profile.

#### Related Topics

- [Navigating the User Profile Management Page](#)

## Modifying a User Profile

#### Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration > User Profile Management**.
3. Find the user profile that you want to modify.
4. Click **Edit** in the same row as the user profile that you want to modify.
5. Enter or change the values in the fields.
6. Click **Save**.

#### Related Topics

- [Searching for a Specific User Profile](#)
- [Field Reference: Edit User Profiles Details](#)

## Deleting a User Profile

**Note:** To delete a batch of multiple user profiles, you may also use the import process; see the [Deleting Multiple User Profiles by Using the Import Process](#).

#### Before You Begin

- When you delete a user profile from the system, the system reassigns any meetings that were scheduled by the user profile to the admin user. If the meetings need to be removed, the admin user can delete them.
- Deleting user profiles is an irreversible operation. Before you delete user profiles, consider creating a backup copy of the Cisco Unified MeetingPlace Express database, so that you can later retrieve the deleted information if necessary. See the [How to Back Up, Archive, and Restore Data](#).

#### Restriction

- You cannot delete the guest or admin user profiles.

**Procedure**

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration > User Profile Management**.
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 Express 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 Profile Management page.

**Related Topics**

- [Navigating the User Profile Management Page](#)

## Navigating the User Profile Management Page

This page is used to display the user profiles that are defined in the Cisco Unified MeetingPlace Express database. By default, this page displays user profiles sorted by username in ascending order. The following table describes the options available on this page.

<b>To</b>	<b>Do This</b>
Sort by username, profile number, or name	Click the <b>User ID</b> , <b>Profile number</b> , or <b>Name</b> column heading.
Change the sort order to ascending or descending	Click the column heading to display an arrow. Click the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort).
Display a shorter or longer list of user profiles in one view	At the bottom of the page, in the Rows per page field, select the number of user profiles to display.
Display a different page of user profiles	At the bottom of the page, do one of the following: <ul style="list-style-type: none"><li>• In the Go field, enter the page number to display, and click <b>Go</b>.</li><li>• Click the arrows to page through the list.</li></ul>
Search by username	Click the <b>User ID</b> radio button, enter the first characters of the username, and click <b>Search</b> .
Search by first or last name	Click the <b>Name</b> radio button, enter at least the first character of the first name or last name, and click <b>Search</b> .
Edit an existing user profile	Find the user profile that you want to modify and click <b>Edit</b> in the same row.
Create a new user profile	Click <b>Add New</b> .
Delete one or more user profiles	Check the appropriate check boxes in the far left column, then click <b>Delete Selected</b> .

Restriction: The preconfigured admin and guest profiles cannot be deleted.