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Like other internal company resources, many Cisco Unified MeetingPlace functions require that users identify themselves through a user profile. A user profile consists of the following:

| Information Type | Examples |
|-----------------------------|---|
| Security | User ID and password |
| Personal | Name, time zone, and billing code |
| Access | Scheduling, outdialing, recording, and video scheduling access |
| Contact | Phone, e-mail, and pager, and for users with video scheduling privileges, video address and video default bandwidth |
| Default meeting preferences | Announced entries, roll calls, and automatic notifications |

Users with Cisco Unified MeetingPlace profiles should always sign in through the Web to access the greatest number of Cisco Unified MeetingPlace functions, such as the following:

- Schedule, reschedule, or cancel meetings
- Initiate reservationless meetings
- Invite guests, other profile users, or a team to meetings
- Attach documents to meetings
- Download attachments, access recordings, or review a list of meetings that they have been invited to
- Update settings in their user profiles
- Lock a meeting and change whether an attendee is allowed to speak
- Poll meeting attendees for comments and suggestions

We highly recommend that people who frequently access Cisco Unified MeetingPlace have a profile in order to access these functions.

To Add a New User Profile

You can add new end user profiles to the Cisco Unified MeetingPlace database through Cisco Unified MeetingPlace Web Conferencing. However, further customization of user profiles requires that you access the profile through MeetingTime.

1. Sign in to Cisco Unified MeetingPlace Web Conferencing.
2. From the Welcome page, click **Admin** , then click **Profiles** .
3. Fill in the parameters as indicated in the following table:

| For | Do This |
|------------------|--|
| User ID | Enter a unique alphanumeric string of 3 to 17 characters that identifies the user when the user accesses Cisco Unified MeetingPlace from a workstation. Recommended The network or e-mail user name. |
| User ID Password | Enter an alphanumeric password of 3 to 11 characters that authenticates the user when the user accesses Cisco Unified MeetingPlace from a workstation. Note: This is a temporary password. Users are prompted to change this password the first time they log in. |
| Confirm Password | Enter the user ID password again. |
| Profile Number | Enter a unique numeric string of 3 to 17 digits that identifies the user when the user accesses Cisco Unified MeetingPlace through the phone interface. Do not set the user ID and profile number to the same value. Recommended The phone number, extension, or voice mailbox of the user. |
| Profile Password | Enter an alphanumeric password of 3 to 11 characters that authenticates the user when the user accesses Cisco Unified MeetingPlace from the phone. Note: This is a temporary password. Users are prompted to change this password the first time they log in. |
| Confirm Password | Enter the profile password again. |
| First Name | (Optional) Enter the first name of the user. |
| Last Name | (Optional) Enter the last name of the user. |
| E-Mail Address | (Optional) Enter the primary e-mail address of the user. Cisco Unified MeetingPlace will direct meeting notifications to this e-mail address. |
| Phone Number | (Optional) Enter the phone number of the user. |
| Time Zone | (Optional) Choose the local time zone of the user. If this user profile will be part of a group, click Group Default (localtime) . |

4. Click **Add** .