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This worksheet shows the security parameters that are available to help you secure the system.

Unless "via phone" or a specific tab is mentioned, all parameters are located in the Configure tab in MeetingTime.

| Parameter | Description | Location | Options | Default |
|---|---|-----------------------|---------|---------|
| System Access | | | | |
| Min profile pwd length | Minimum length for a profile password | Usage parameters | 0-11 | 6 |
| Change profile pwd (days) | Frequency at which a profile password must be changed | Usage parameters | 0-3650 | 90 |
| Min user pwd length | Minimum length for a user password | Usage parameters | 0-11 | 5 |
| Change user pwd | Frequency at which a user password must be changed | Usage parameters | 0-3650 | 90 |
| Maintenance Release 2 and earlier: Max profile login attempts | Number of attempts to log into a profile before the profile is locked | Usage parameters | 0-32767 | 3 |
| Maintenance Release 3 and later: Max profile login/mtg password attempts | Controls: <ul style="list-style-type: none"> • Number of attempts to log into a profile before the profile is locked. • Number of times a user can attempt to join a password-protected meeting before being transferred to the attendant (if available), or disconnected (if not). | Usage parameters | 0-32767 | 3 |
| Meeting Scheduling and Setup | | | | |
| Allow vanity mtg IDs? | Whether users are allowed to assign customer meeting IDs to the meetings they schedule | System parameters | Yes/No | Yes |
| Minimum mtg ID length | Minimum length for meeting IDs | Scheduling parameters | 1-9 | 4 |

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|--|--|-------------------------------|--------|----|
| Min meeting pwd length | Minimum length for meeting passwords | Usage parameters | 0-11 | 0 |
| Password required? | Requires user to establish a password when scheduling | User Profiles and User Groups | Yes/No | No |
| Display mtg to everyone? | Restricts who can see meetings scheduled by this user (<i>Yes</i> lets anyone see meetings scheduled by this user from Browse Meetings link in Cisco Unified MeetingPlace Web Conferencing or on MeetingTime reception board. Value can be changed by meeting when users schedule meetings.) | User Profiles and User Groups | Yes/No | No |
| Releases earlier than 6.0(361.0): Allow guest outdial? Release 6.0(361.0) and later: Can Call Out From Meetings | Whether guests are given outdial privileges (<i>Yes</i> allows the system to outdial guest users when they click Join Voice Conference button from the web. Meeting schedulers can change value by meeting only if Can Schedule Guest Outdial Mtgs parameter is <i>Yes</i> in their profile.) Release 6.0(361.0) and later: <ul style="list-style-type: none"> • If the Can Call Out From Meetings field is set to True for the guest user profile, then guest users can dial out of meetings. • If the Can Call Out From Meetings field is set to False for the guest user profile, then guest users cannot dial out of meetings. • If the Can Call Out From Meetings field is set to True for a user profile, then that user can dial out of meetings. • If the Can Call Out From Meetings field is set to False for a user profile, then that user cannot dial out of meetings. <p>Note: For configurations that use WebEx, you must set the Can Call Out From Meetings field to Yes for the</p> | User Profiles and User Groups | Yes/No | No |

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|----------------------------------|---|-------------------------------|---|--------------|
| | guest user profile because all WebEx users are considered guests. | | | |
| Scheduling restrictions | Whether users can schedule meetings ("Near Term Mtg Limit" value determines how many meetings users can schedule in six hours.) | User Profiles and User Groups | Unrestricted/Cannot Schedule/ Near Term Mtg Limit | Unrestricted |
| Meeting Access | | | | |
| Can schedule guest outdial mtgs? | Whether users can schedule meetings that allow guests to join the voice conference over the Web. (<i>Yes</i> lets users change the Allow Guest Outdial in Mtgs parameter per meeting.) | User Profiles and User Groups | Yes/No | Yes |
| Entry announcement | Announces meeting participants as they enter meeting (<i>Beep+Name</i> requires all guests to record their name before entering meetings. Guests who enter without identifying themselves should be asked for identification by other participants.) | User Profiles and User Groups | Beep only/ Beep+Name/None | Beep+ Name |
| Allow Internet access? | When the Cisco Unified MeetingPlace system is configured with a Web Conferencing server in the DMZ and another behind the DMZ. When <i>Yes</i> , the web portion of the meeting is held on the server in the DMZ and can be accessed by anyone. When <i>No</i> , the web portion of the meeting is held on the server behind the DMZ and can be accessed only by users on the company's intranet. | User Profiles and User Groups | Yes/No | No |