A user profile identifies the user to the Cisco Unified MeetingPlace system and defines the type of system access a user has.

For Options and Field Size values, in most cases the numeric and alphanumeric ranges given are the number of acceptable digits or characters for the field. (For example, *Numeric-0 to 9* means that the field accepts any number between 0 (or nil) and 999999999.) Ranges with an asterisk (*) mean that the field accepts an actual number that falls within that range. (For example, *Numeric-1 to 32767** means that the field accepts the value 3102 but not 32769.)

Field	Description	Default	Options and Field Size	Value
Identification				
First name	This user's first name. Used for reporting and workstation display.	-	Alphanumeric-1 to 17	
Last name	This user's last name. Used for reporting and workstation display.	-	Alphanumeric-1 to 17	
User ID (workstation access)	This user's Cisco Unified MeetingPlace ID. (Used from a workstation.) This is the key used for alphabetical sorting in the database and for scheduler identification in reports. Recommended: Same as the network or e-mail login. However, if you will use Windows Integrated Authentication, User IDs must be all lower case.	-	Alphanumeric-1 to 17	
User password	Password this user uses to log in to Cisco Unified MeetingPlace from a workstation.	-	Alphanumeric-1 to 11	
Last changed	Date the user password was last changed.	-	System-defined field	
Profile number (voice access)	Number that identifies this user profile. Used to connect to Cisco Unified MeetingPlace from a touch-tone phone.	-	Numeric-1 to 17	

	Recommended: User's phone extension or voice-mail number.		
Profile password (voice access)	This user's Cisco Unified MeetingPlace phone password. Set this as a temporary default password. Users must change this to a personalized password when they first log in to Cisco Unified MeetingPlace.	-	Alphanumeric-1 to 11
Last changed	Date the profile password was last changed.	-	System-defined field
Profile active?	Whether this user profile is an active Cisco Unified MeetingPlace user. Only active users can log in to their profiles. Inactive users who try to log in are transferred to the attendant.	Group Default	Yes/No/Locked/ Group Default
Profile type	Whether this profile represents a user or a video terminal.	Group Dflt	User/Video Terminal/ Group Dflt
Type of user	Classification (user type) of this user.	End User	End User/Contact/ Attendant/System Mgr
Group name	Name of group (if any) to which this user belongs.	System	Alphanumeric-0 to 17
Phone number	Phone number that Cisco Unified MeetingPlace calls to reach this user (for example, to add this user to a meeting). PBX access codes are not required. Allowed characters: ( ) , - " " space	-	Numeric-0 to 32
Alternate phone number	Alternative phone number that the system calls to reach this user (for example, to add this user to a meeting). PBX access codes are not required. Allowed characters: ( ) , - " " space	-	Numeric-0 to 32
Pager phone number	Pager number of this user.	Group Default	Direct Dial-32-digit pager number/ Non Direct Dial-user's pager access code (PIN)
Type of pager	Type of pager service this user uses.	Group Default	None/ Direct Dial/ Non Direct Dial/ Group Default
Note: If a user group is assigned to a profile, the following fields (excluding e-mail address fields) are supplied by the User Groups settings.			

User ID of contact	User ID of the contact or attendant who supports this user (and has completed the contact/attendant training).	-	Alphanumeric-0 to 17
Internet e-mail address	User's Internet e-mail address. This address is used when someone is browsing meetings through Cisco Unified MeetingPlace web and requests to send mail to the meeting scheduler.	-	-
Time zone	Time zone of location in which this user usually does business. Recommended: Time zone of user's location. Set guest profile time zones to location of the Cisco Unified MeetingPlace system.	Group Default	Time Zone Name/ Group Default
Language	User's selected language. Meetings scheduled by this user default to the selected language.	English (USA)	English (USA)/ Other installed language
Abbreviated prompts?	Whether the system plays abbreviated prompts when this person calls the system. If this user belongs to a user group, enter a value only when it differs from the group value.	Group Default	Yes/No/Group Default
Billing code	A code for generating billing reports. Can be based on your company's internal conventions (for example, department codes).	Group Default	Alphanumeric- 0 to 17/ Group Default
Default mtg category	Meeting category assigned to meetings this user schedules.	Group Default	Selected name/ Group Default
Scheduling home server	The local server for this user.	0	Read-only
MeetingNotes Defaults			
Able to record mtgs?	Whether this user can record meetings. Only the system administrator can change this field's value.	Group Default	Yes/No/Group Default
Record meeting?	Whether by default meetings scheduled by this user are recorded.	Group Default	Yes/No/Group Default

	If this user belongs to a user group, enter a value only when it differs from the group value.		
Who can access	Who can request attachments and listen to meetings recorded by this user. When *None* , recorded meetings and their attachments must be manually posted for others to hear.	Group Default	None/Anyone/ MeetingPlace Users/ Invited Users/ Group Default
Auto-start recording?	For meetings scheduled to be recorded, whether by default recording starts automatically when second participant enters a meeting.	Group Default	Yes/No/Group Default
Attachment access ordering	Order in which users hear a list of attachments.	Group Default	Play most recent first/ Play in order submitted/ Group Default
Display mtg to everyone?	Whether by default to allow Cisco Unified MeetingPlace web guests to view meetings.	Group Default	Yes/No/Group Default
Display Meeting to Everyone for Reservationless	Whether by default to allow Cisco Unified MeetingPlace web guests to view reservationless meetings.	Group Default	Yes/No/Group Default
Outdial Meeting Defaults			
Can call out from mtgs?	Whether a user can dial out from meetings. To prevent guests from outdialing from within meetings, set this parameter to *No* in the guest profile.	Group Default	Yes/No/Group Default
Can schedule guest outdial mtgs?	Whether this user can schedule meetings that allow guests to join the voice conference by web. This parameter is enabled only if this user's profile has outdial privileges. When *No* , the Allow Outdials to Guests From Web parameter is disabled for this user. When *Yes* , user can change Allow Outdials to Guests From Web setting for individual meetings.	Group Default	Yes/No/Group Default
Max outdials per meeting	How many outdials this user may initiate from within one meeting. **Note:** This field limits only the number of times this user can outdial	Group Default	Numeric-0 to 500/ Unrestricted/ Group Default

	from a meeting by pressing #3. It does not restrict any other method of outdialing.		
Can call other servers?	Whether this user may schedule multiserver meetings.	Group Default	Yes/No/Group Default
Ask for profile password?	Whether outdialed invitees must enter a profile password to join meetings.	Group Default	Yes/No/Group Default
Digit translation table	Digit translation table to use for all outdials initiated by this user. 16 translation tables are available. Default translation table is *0* . Your customer support representative will work with you to configure these tables, as needed.	Group Default	Numeric-0 to 15*/ Group Default
Meeting Preferences			
Entry announcement	Announcement used when this user enters meetings.	Group Default	Beep only/ Beep+Name/ Silent/ Group Default
Departure announcement	Announcement used when this user leaves meetings. If this user belongs to a user group, enter a value only when it differs from the group value.	Group Default	Beep only/ Beep+Name/ Silent/ Group Default
End of mtg announcement	Whether the system announces that the meeting will end in a set number of minutes. For reservationless meetings, this parameter is not used. This announcement does not play in reservationless meetings. If you are upgrading your system, this field defaults to the previous setting. New systems default to *Yes* .	Yes	Yes/No/Group Default
Mtg extension announcement	Whether the system announces that the meeting is extended by a set number of minutes. For reservationless meetings, this parameter is not used. This announcement does not play in reservationless meetings.	Yes	Yes/No/Group Default
Screened entry?			Yes/No/Group Default

	Whether meetings scheduled by this user require a meeting participant (already in the meeting) to admit people who try to join the meeting. (People who want to enter are not admitted automatically.) If this user belongs to a user group, enter a value only when it differs from the group value.	Group Default	
Skip pre-meeting options?	Whether meetings scheduled by this user use the short menu feature, which eliminates the meeting ID confirmation, roll call, and agenda.	Group Default	Yes/No/Group Default
Disable roll call?	Whether this user can request the roll call feature during meetings. Recommended: *Yes* when, for example, competitors could call into a meeting, meetings require caller anonymity, or you schedule large meetings.	Group Default	Yes/No/Group Default
Password required?	Whether by default meetings scheduled by this user require a password. If this user belongs to a user group, enter a value only when it differs from the group value. When *Yes* , the person who starts a reservationless meeting that is organized by this user can choose to create a password for the meeting. When *No* , the person who starts the meeting does not create one.	Group Default	Yes/No/Group Default
Who can attend	Who can attend meetings scheduled by this person. For reservationless meetings, this parameter is not used. (Anyone can attend reservationless meetings.)	Group Default	Anyone/ MeetingPlace Users/ Invited Users/ Group Default
Allow Internet access?	When the system is configured with a web-conferencing server in the DMZ and another behind the DMZ. When *Yes* , the web portion of the meeting is held on the server in the	No	Yes/No/ Group Default

	DMZ and can be accessed by anyone. When *No* , 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.			
Allow Internet Access for Reservationless	When *Yes* , the web portion of reservationless meetings is held on the server in the DMZ and can be accessed by anyone. When *No* , the web portion of reservationless meetings is held on the server behind the DMZ and can be accessed only by users on the company's intranet.	Yes	Yes/No/Group Default	
Lecture mtg attend sttgs	For lecture-style meetings scheduled by this user, the way in which listen-only participants are admitted. When *Admit as listeners* and *Start callers in waiting room* , participants listen to music on hold until meeting is called to order. When *Start mtg with floor open* , participants can talk until meeting is called to order. When *Reservationless mtg* , lecture-style meetings scheduled by this user become reservationless meetings.	Group Default	Admit as listeners/ Start callers in waiting room/ Start mtg with floor open/ Reservationless mtg/ Group Default	
Host Meetings with	Whether the user will see the full meeting room or just the participant list when joining web meetings. **Note:** The Participant List option is not available if you are using Cisco WebEx.	Full Meeting Room (if there are web port licenses available.)	Full Meeting Room/ Participant List	
Restrictions				
Scheduling restriction	Scheduling limits placed on this user. When *Unrestricted* , users may schedule unlimited number of meetings; When *Cannot Schedule* , users can schedule no meetings; When *Near Term Mtg Limit* , users may schedule the specified number of meetings within the next six hours.	Group Default	Unrestricted/ Cannot Schedule/ Near Term Mtg Limit Numeric-0 to 50*/ Group Default	
Use reservationless?	Whether this user may use reservationless meetings.	Group Default	Yes/No/Group Default	

Max mtg length (min)	Maximum number of minutes for which this user can schedule meetings.	Group Default	Minimum 2; maximum is Max Mtg Length (Scheduling Parameters)/ Group Default
Max # of attachments	Maximum number of attachments that can be attached to a meeting scheduled by this user.	Group Default	Numeric-0 to 30*/ Group Default
Sched only on home server?	Whether meetings for this user are restricted to the home server.	No	Read-only
Sched only on NS home site?	Whether meetings for this user are restricted to the home site.	Yes	Read-only
Max # teams allowed	How many teams this user can create.	0	Numeric-0 to 10,000*/ Group Default
Can chg mtg ID via phone	Whether this user may assign vanity IDs for meetings scheduled by phone. This field is available only when Allow Vanity Meeting IDs (in System Parameters) is set to *Yes* .	Yes (same as User Groups setting)	Yes/No
Allow video scheduling?	Whether this user can schedule meetings with video.	Group Default	Yes/No/Group Default
Sending Notifications			
Enabled for this mtg?	Whether meeting scheduler sends notifications for meetings when this user schedules meetings. For reservationless meetings, notifications are not sent.	Group Default	Yes/No/Group Default
Include attachments?	Whether meeting scheduler sends attachments as part of notifications when this user schedules meetings.	Group Default	Yes/No/Group Default
Priority	Priority given to notifications sent by this user.	Group Default	Low/Normal/Urgent/ Group Default
Send if mtg changes?	Whether notifications are sent when something changes in a meeting (such as the time, date, password, or meeting ID), or when a MeetingMessage or attachments are added or deleted.	Group Default	Yes/No/Group Default
Include participant list?	Whether to send names of meeting participants as part of notifications.	Group Default	Yes/No/Group Default
Include password?	For secure meetings where a password is specified, whether scheduler includes the password in notifications when this user schedules meetings.	Group Default	Yes/No/Group Default
Receiving Notifications			
Enable to receive?			Yes/No/Group Default

	Whether this user receives meeting notifications (if meeting scheduler sends them).	Group Default	
Include attachments?	Whether this user receives attachments as part of meeting notifications.	Group Default	Yes/No/Group Default
E-mail address	This user's e-mail address.	-	Alphanumeric- 0 to 255*
Type of e-mail system	E-mail system used by this user. (See Table: Choices for Type of E-mail System Field.)	Group Default	None/cc:Mail/ Lotus Notes/ Microsoft Mail/Microsoft Exchange/ Qualcomm Eudora/ Netscape Messenger/ Other/ Group Default
Preferred delivery method	The method by which this user receives notifications.	Group Default	None/E-mail/ Group Default
Alternative delivery method	Alternative method by which this user receives notifications, if the primary method fails.	Group Default	None/E-mail/ Group Default
Attending Meetings			
Method of attending	Method by which this user is contacted to join meetings.	Group Default	User will call/ Have system call user/ Have system page user/ Do not reserve space for user/ Have system find user/ Group User
Ways to find user	Order in which the system calls this user to join meetings. For this feature to work, the Method of Attending field value must be *Have system find user* .	None	None/Main/Alternative/ Pager (in any order)/ Group Default
Q&A Meetings			
Off at mtg startup?	Whether to turn on Q&A Meetings feature for this user at meeting startup.	No (same as User Groups setting)	Yes/No/Group Default
Notify attendees about Q&A?	Whether to describe Q&A feature to this user when attending conferences.	Group Default	Yes/No/Group Default
Q&A introduction	How to announce attendees placed on the floor in meetings this user schedules.	Group Default	Beep only/ Beep+Name/Silent/ Group Default
Q&A departure	How to announce attendees being removed from floor in meetings this user schedules.	Group Default	Beep only/ Beep+Name/Silent/ Group Default
Automatically ask next question?	Whether to automatically promote the next waiting attendee to floor in meetings this user schedules.	Group Default	Yes/No/Group Default
More than one question per site?	Whether to allow attendees in meetings scheduled by this user to ask more than one question at a time.	Group Default	Yes/No/Group Default

	When *Yes* , participants may ask up to five questions.		
Tell my position in line?	Whether to tell attendees in meetings scheduled by this user their current position in line.	Group Default	Yes/No/Group Default
Disable floor warning prompt?	Whether to tell attendees in meetings scheduled by this user they are next to ask a question (or speak) on the floor.	Group Default	Yes/No/Group Default
Video Meetings			
Endpoint bandwidth	Bandwidth to use when connecting to VoIP. Endpoint connections are made based on the default bandwidth. (Guest connections are established with the default guest bandwidth.)	256K	128 kbps/ 256 kbps/ 384 kbps
Endpoint address	Preferred endpoint address for this user. This can be a phone number, SIP address, or H.323 or H.320 endpoints.	-	-
Run meetings on video MCU only?	Meeting is entirely on video MCU (ad-hoc participants not allowed to join).	Group Default	Yes/No/Group Default
Attend preference for video prof.	Attend preference for video terminal profiles.	Group Default	Call_In/Dial_Out/Group Default
Video Terminal Name	Video terminal name.	-	Alphanumeric-0 to 64
Video Terminal ID	Video terminal ID.	-	Alphanumeric-0 to 32
Video Terminal Classification	Video terminal classification.	-	Alphanumeric-0 to 64
Flex Fields			
Profile flex field 1	Profile fields customized with your business information.	-	-
Profile flex field 2	Profile fields customized with your business information.	-	-
Profile flex field 3	Profile fields customized with your business information.	-	-
Profile flex field 4	Profile fields customized with your business information.	-	-
Profile flex field 5	Profile fields customized with your business information.	-	-
Profile flex field 6	Profile fields customized with your business information.	-	-
Profile flex field 7	Profile fields customized with your business information.	-	-

In Table: Choices for Type of E-mail System Field, for the Type of E-mail System field, choose the value that corresponds to the e-mail system installed at your company.

Table: Choices for Type of E-mail System Field

E-Mail System	Choose
cc:Mail	cc:Mail
Microsoft Mail	Microsoft Mail
IBM Lotus Notes	Lotus Notes
Microsoft Exchange	Microsoft Exchange
SMTP	Microsoft Mail, Qualcomm Eudora, Netscape Messenger
Other MAPI-compliant mail systems	Microsoft Mail