

Up one level: [Administration Center Page References for Cisco Unified MeetingPlace](#)

In the Cisco Unified MeetingPlace Administration Center, the title of each page appears in the blue bar beneath the "Cisco Unified MeetingPlace System Administration Center" banner.

This section describes the fields and options on each page, presented in alphabetical order by page titles U - W.

Contents

- [1 Unattended Ports Report Page](#)
 - ◆ [1.1 Table: Field Reference: Unattended Ports Report Page](#)
 - ◆ [1.2 Output Reference: Unattended Ports Report](#)
 - ◆ [1.3 Related Topics](#)
- [2 Usage Configuration Page](#)
 - ◆ [2.1 Table: Field Reference: Usage Configuration Page](#)
 - ◆ [2.2 Footnotes](#)
 - ◆ [2.3 Related Topics](#)
- [3 User Configuration Page](#)
- [4 User Groups Page](#)
 - ◆ [4.1 Table: Navigation Reference: User Groups Page](#)
 - ◆ [4.2 Related Topics](#)
- [5 User Profiles Page](#)
 - ◆ [5.1 Table: Navigation Reference: User Profiles Page](#)
 - ◆ [5.2 Related Topics](#)
- [6 Video Terminal Profiles Page](#)
 - ◆ [6.1 Table: Navigation Reference: Video Terminal Profiles Page](#)
 - ◆ [6.2 Related Topics](#)
- [7 Video Type Management Page](#)
 - ◆ [7.1 Table: Navigation Reference: Video Type Management Page](#)
 - ◆ [7.2 Related Topics](#)
- [8 View Locked Profiles Page](#)
 - ◆ [8.1 Table: Navigation Reference: View Locked Profiles Page](#)
 - ◆ [8.2 Related Topics](#)
- [9 View System Logs Page](#)
 - ◆ [9.1 Table: Field Reference: View System Logs Page](#)
 - ◆ [9.2 Related Topics](#)
- [10 Web Servers Page](#)
 - ◆ [10.1 Related Topics](#)

Unattended Ports Report Page

Use this report to see what percentage of scheduled ports were not used during a specified time range. The output can help you determine the appropriate settings for your overbook and floater ports.

- [Table: Field Reference: Unattended Ports Report Page](#)
- [Output Reference: Unattended Ports Report](#)

To find this page, select **Reports > Unattended Ports Report**.

Table: Field Reference: Unattended Ports Report Page

Field	Description
Start date	The day you want the port utilization report data to begin. Default: today (mm/dd/yyyy)
End date	The day you want the port utilization report data to end. Default: today (mm/dd/yyyy)
Start time	The hour you want the port utilization report data to begin. Default: 8:00 AM
End time	The hour you want the port utilization report data to end. Default: 5:00 PM
Conference type	Whether you want report data about voice or video meetings. Default: Voice

Output Reference: Unattended Ports Report

The report output is a chart that shows this information:

- Date and times represented by the report.
- Number of licensed ports on the system for the selected conference type.
- Unattended Ports (red data)-Percentage of scheduled ports that exceeded the actual number of meeting participants.
- No Show Ports (blue data)-Percentage of scheduled ports for meetings that never took place
- Average percentage of unused scheduled ports during the specified time range.

Related Topics

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace module](#)

Usage Configuration Page

To find this page, select **System Configuration > Usage Configuration**.

Table: Field Reference: Usage Configuration Page

Field	Description
Usage Configuration	
Attendant phone	<p>Phone number that callers are routed to if they do not press a number at a voice prompt or press 0 for operator assistance. (*1)</p> <p>Tip: Make sure that the people at this phone number are available and trained to provide assistance for Cisco Unified MeetingPlace.</p> <p>Restriction: The + character is allowed only as the first character in the field.</p>
24-hour time	<p>Whether to show meeting times by a 24-hour clock.</p> <p>Default: No</p>
Dial attendant on timeout	<p>Whether callers are transferred to the attendant in these situations:</p> <ul style="list-style-type: none"> • Caller dials 0 for operator assistance. • Caller does not enter a number at a voice prompt. <p>Default: No</p>
Language 1 Language 2 Language 3 Language 4	<p>Enabled languages. The Language 1 field sets the default system-wide language.</p> <ul style="list-style-type: none"> • If the <i>languages</i> license is installed, the number of active language fields (up to four fields) is determined by the number of installed languages. • If the <i>languages</i> license is not installed, only the Language 1 field appears. <p>Restriction: You must restart (*2) the system to enable or disable a language. You do not need to restart the system to switch the order in which the languages appear in these fields.</p> <p>Caution! A system restart terminates all existing call connections. Proceed only during a scheduled maintenance period or during a period of extremely low usage.</p> <p>Default: English (US)</p>

<p>Guests can lock and record meetings</p>	<p>If set to No, guest users cannot lock or record meetings.</p> <p>If set to Yes:</p> <ul style="list-style-type: none"> • Guests can lock meetings. • If the <u>Can record meetings</u> field in the preconfigured <u>Guest Profile</u> is also set to Yes, guests can use the TUI (*7) to start and stop the meeting recording. Guests cannot start and stop recordings from the Cisco WebEx web meeting room because only meeting hosts can do so. <p>Restriction: This field is not available when a Cisco WebEx site is configured.</p> <p>Note: When you reconfigure your deployment from Audio/video only to a WebEx-managed deployment, this feature is still configured regardless of user profile settings.</p>
<p>Route calls to meeting ID that matches DID</p>	<p>Whether to enable the DID (*3) feature, which routes incoming calls directly to meetings based on DID and DNIS (*4). When the DID feature is enabled, the caller is routed to the meeting ID that is equal to the DID phone number.</p> <p>See the <u>Configuring Direct Inward Dial for Cisco Unified MeetingPlace</u> module.</p>
<p>Security</p>	
<p>Minimum profile PIN length</p>	<p>Number of numeric characters required in the Profile PIN for each user.</p> <p>Restriction: This field does not apply to Directory Service users. See the <u>Configuring Cisco Unified MeetingPlace Directory Service</u> module.</p> <p>Default: 5</p>
<p>Change profile PIN (days)</p>	<p>Frequency, in days, at which the Profile PIN must be changed in each user profile.</p> <p>A value of 0 means that the Profile PIN never needs to change.</p> <p>Restriction: This field does not apply to Directory Service users. See the <u>Configuring Cisco Unified MeetingPlace Directory Service</u> module.</p> <p>Default: 90</p>
<p>Minimum user password length</p>	<p>Number of alphanumeric characters required in the User password for each user.</p> <p>Restriction: This field does not apply to Directory Service users. See the <u>Configuring Cisco Unified MeetingPlace Directory Service</u> module.</p> <p>Default: 5</p>

<p>Change user password (days)</p>	<p>Frequency, in days, at which the User password must be changed in each user profile.</p> <p>A value of 0 means that the User password never expires.</p> <p>Restriction: This field does not apply to Directory Service users. See the Configuring Cisco Unified MeetingPlace Directory Service module.</p> <p>Default: 90</p>
<p>Maximum profile sign-in attempts</p>	<p>Number of times that a user may try to:</p> <ul style="list-style-type: none"> • Sign in to Cisco Unified MeetingPlace before the user profile is locked. • Enter a meeting password before the call is transferred to the attendant. If no attendant is available, then the call is disconnected. • Enter a Profile PIN to start a reservationless meeting from the TUI before the user profile is locked. <p>A value of 0 means that there is no limit to the number of attempts.</p> <p>Before reaching the maximum number of attempts, the user can restart the counter by taking one of these actions:</p> <ul style="list-style-type: none"> • Close the browser and open a new one. • End the call to Cisco Unified MeetingPlace and begin a new call. <p>Restriction: Preconfigured user profiles cannot be locked.</p> <p>Default: 3</p>
<p>User locked interval</p>	<p>The amount of time for which a user profile stays locked if the user fails to sign into the Administration Center. The lock expires after the specified period for administrative users but it does not expire for end users. An administrator must manually unlock an end user's user profile.</p> <p>A value of 0 means the user profile stays locked until the System administrator unlocks it.</p> <p>Default: 0</p>
<p>New users must change passwords on first sign-in</p>	<p>This setting determines the defaults for Force user password change at next sign-in and for Force PIN change at next sign-in on the Add User Profile Page.</p> <p>Restriction: If you change this setting, it does not affect existing user profiles.</p>

	<p>This means that you can create a user John with <u>Force user password change at next sign-in</u> set to No. Before John tries to sign in for the first time, you change New users must change passwords on first sign-in to Yes, the system does <i>not</i> force John to change his password because this setting does not affect existing user profiles.</p> <p>By contrast, you can create a user John with the <u>Force user password change at next sign-in</u> field set to Yes. Before John tries to sign in for the first time, you change New users must change passwords on first sign-in to No, the system forces John to change his password on first sign in even though the force password field is set to No.</p> <p>Changing the value of New users must change passwords on first sign-in does not affect already created users. It does not matter if this field is Yes or No; it only matters what is set in the user profile (<u>Force user password change at next sign-in</u> and <u>Force PIN change at next sign-in</u> fields).</p> <p>Default: No</p>
<p>Password Complexity Checks</p>	
<p>Password contains characters from at least three classes</p>	<p>Whether each new or modified <u>User password</u> must contain characters from at least <i>three</i> of these character classes:</p> <ul style="list-style-type: none"> • Lowercase letters • Uppercase letters • Digits • Special characters <p>Example: "basic" is <i>not</i> an acceptable password because there are characters only from one class of characters.</p> <p>Default: No</p>
<p>No character in the new password repeated more than three times</p>	<p>Whether each new or modified <u>User password</u> is restricted from containing a character that is repeated more than <i>three</i> times consecutively.</p> <p>Unacceptable password: aaaaaa</p> <p>Acceptable password: aAaAaA (uppercase and lowercase attributes make a character unique).</p> <p>Default: No</p>
<p>Password does not repeat or reverse the user ID</p>	<p>Whether each new or modified <u>User password</u> is restricted from being a repeat, the reverse of, or a variation of the capitalization (such as "<u>USERname</u>") of the <u>User ID</u>.</p>

	<p>Unacceptable passwords: "username," "USERname," and "emanRESU"</p> <p>Acceptable passwords: "username123" (the use of digits with the <u>User ID</u> is permitted).</p> <p>Default: No</p>
<p>Password is not "cisco", "ocsic" or variation of these</p>	<p>Whether each new or modified <u>User password</u> is restricted from being any variant of "cisco" that was obtained by modifying the order of the characters or by changing the capitalization of any letters.</p> <p>Unacceptable passwords: "cisco," "ocsic", and "CISCO"</p> <p>Acceptable passwords: "cisco123" and "1cisco1" (the use of digits with "cisco" is permitted.)</p> <p>Default: No</p>
<p>Click-to-Attend Link Configuration</p>	
<p>External web server hostname</p>	<p>FQDN (*5) of the Web Server in the DMZ (*6).</p> <p>Example: meetings.example.com</p>
<p>Internal web server hostname</p>	<p>FQDN of the Web Server on the intranet.</p> <p>Example: meetingsint.example.com</p>
<p>SSL enabled on external web server</p>	<p>Determines whether the click-to-attend URLs begin with "https" or "http".</p>
<p>SSL enabled on internal web server</p>	<p>For information about configuring SSL on the Web Servers, see the <u>Configuring Security Features for the Cisco Unified MeetingPlace Web Server</u> module.</p>
<p>Access Information</p>	
<p>Label for access phone number 1</p>	<p>Text used to describe the first meeting access phone number that is displayed in these places:</p> <ul style="list-style-type: none"> • Email notifications • Join Teleconference notification pop-up box in the web meeting room • Cisco Unified IP Phone screens (only when subscribed to the Cisco Unified MeetingPlace service for the PhoneView.) <p>Example: "Dial-In"</p> <p>Restrictions:</p>

	<ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system.(*2) • See Restrictions for Access Phone Numbers and Notification Labels in the Configuring Access Phone Numbers and Notification Labels for Cisco Unified MeetingPlace module.
Access phone number 1	<p>First meeting access phone number. (*1)</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system.(*2) • (For Find Me feature with pagers only) Only the characters 0-9, #, and * are processed and sent to pagers at the start of a meeting. See About the Find Me Feature in the Configuring Dial-Out Features for Cisco Unified MeetingPlace module. • The + character is allowed only as the first character in the field.
Label for access phone number 2	<p>Text used to describe the second meeting access phone number.</p> <p>Example: "Toll-Free"</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system.(*2) • See Restrictions for Access Phone Numbers and Notification Labels in the Configuring Access Phone Numbers and Notification Labels for Cisco Unified MeetingPlace module.
Access phone number 2	<p>Second meeting access phone number. (*1)</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system.(*2) • The + character is allowed only as the first character in the field.
Label for access phone number 3	<p>Text used to describe the third meeting access phone number.</p> <p>Example: "Internal"</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system. (*2) • See Restrictions for Access Phone Numbers and Notification Labels in the Configuring Access Phone Numbers and Notification Labels for Cisco Unified MeetingPlace module.
Access phone number 3	<p>Third meeting access phone number. (*1)</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system. (*2)

	<ul style="list-style-type: none"> • The + character is allowed only as the first character in the field.
Label for access phone number 4	<p>Text used to describe the fourth meeting access phone number.</p> <p>Example: "International"</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system. (*2) • See Restrictions for Access Phone Numbers and Notification Labels in the Configuring Access Phone Numbers and Notification Labels for Cisco Unified MeetingPlace module.
Access phone number 4	<p>Fourth meeting access phone number. (*1)</p> <p>Restrictions:</p> <ul style="list-style-type: none"> • Changes to this field take effect only after restarting the system. (*2) • The + character is allowed only as the first character in the field.
Reservationless Meetings	
Enable reservationless meetings	<p>Whether reservationless meetings are enabled on the system.</p> <p>Default: Yes</p>
Allow any profiled user to initiate	<p>Whether any profiled user can start a reservationless meeting from the TUI before the meeting owner joins.</p> <p>Default: Yes</p>
Bill initiator	<p>Who gets billed for each reservationless meeting:</p> <ul style="list-style-type: none"> • Yes-Bill the user who starts the meeting. • No-Bill the meeting owner. <p>Restriction: This field is always set to No when the Allow any profiled user to initiate field is set to No.</p> <p>Default: Yes</p>
TUI menu is reservationless only	<p>Whether users can schedule meetings or only start reservationless meetings from the TUI (*7).</p> <p>Default: No</p>
Owner can press 2 in TUI to initiate	<p>Whether meeting owners can initiate reservationless meetings more quickly by skipping the Profile number entry.</p> <ul style="list-style-type: none"> • Yes-Meeting owner can start a reservationless meeting from the TUI waiting room by pressing 2 and entering the Profile PIN.

	<ul style="list-style-type: none"> No-Meeting owner starts the reservationless meeting from the TUI waiting room by pressing 3 and entering both the <u>Profile number</u> and <u>Profile PIN</u>. <p>If the Allow any profiled user to initiate field is set to Yes, any profiled user can press 3 to start the reservationless meeting with both the <u>Profile number</u> and <u>Profile PIN</u>.</p> <p>Default: No</p>
Alarms	
Call out on major alarm	Whether the system places a call to the specified phone number (*1) if an error condition affects system operation.
Phone number to call on alarm	<p>Recommendation: Yes</p> <p>Restriction: The + character is allowed only as the first character in the field.</p> <p>Default: No</p>
Dial-Out Calls	
Number of retry attempts	<p>Number of times the system tries to call each person, when dial out is enabled for a meeting. This setting also determines the number of times the system goes through the <u>Find Me</u> sequence for each user.</p> <p>Restriction: This field is not available when a Cisco WebEx server is configured.</p> <p>Default: 2</p>
Delay between retries (sec)	<p>Number of seconds between dial-out retries. This setting also determines the number of seconds between each set of <u>Find Me</u> calls.</p> <p>Restriction: The actual time between dial-out attempts might be longer due to network delays. This field is not available when a Cisco WebEx server is configured.</p> <p>Default: 300</p>
Pager Settings	
Prefix string	<p>Number string required by certain paging services in some counties. Cisco Unified MeetingPlace adds this string at beginning of all pages.</p> <p>Keep this field blank if users' paging services do not require prefix string.</p> <p>Supported characters: 0, 1, 2, 3, #, and *</p>
Suffix string	

	<p>Number string required by certain paging services in some counties. Cisco Unified MeetingPlace adds this string at the end of all pages.</p> <p>Keep this field blank if users' paging services do not require suffix string.</p> <p>Supported characters: 0, 1, 2, 3, #, and *</p>
Attendant Privileges	
<p>Create user profiles and user groups</p> <p>Delete user profiles and user groups</p> <p>Modify user profiles and user groups</p> <p>Lock and unlock user profiles</p>	<p>Whether attendants can create, delete, edit, lock, and unlock user profiles and user groups from the Administration Center and MeetingPlace Conference Manager.</p> <p>Default: Yes</p>
Run reports	<p>Whether attendants can run and view formatted reports in the Administration Center.</p> <p>Default: No</p>
View alarms	<p>Whether attendants can view alarms from the Administration Center.</p> <p>Default: No</p>
End meetings	<p>Whether attendants can end meetings from MeetingPlace Conference Manager and the Cisco Unified MeetingPlace web user portal.</p> <p>Default: Yes</p>

Footnotes

- 1: The required format for phone numbers is determined by the call-control device for your IP telephony network. Therefore, enter phone numbers in the same format used to dial similar numbers from a phone on the same IP telephony network as Cisco Unified MeetingPlace. For example, if calls within your company are made by dialing the last four digits of a phone number, enter only the last four digits in Cisco Unified MeetingPlace for internal phone numbers. If, however, you want Cisco Unified MeetingPlace to call a phone in a different area code, you might need to include 91 and the complete phone number including the area code.
- 2: A system restart terminates all existing call connections. Proceed only during a scheduled maintenance period or during a period of extremely low usage. To restart the system, enter **sudo mpx_sys restart** in the CLI of the Application Server. For information about signing into the CLI,

see the [Using the Command-Line Interface \(CLI\) on the Cisco Unified MeetingPlace Application Server](#) module.

- 3: DID = Direct Inward Dial
- 4: DNIS = Dialed Number Identification Service
- 5: FQDN = fully-qualified domain name
- 6: DMZ = demilitarized zone
- 7: TUI = telephone user interface

Related Topics

- [Configuring Access Phone Numbers and Notification Labels for Cisco Unified MeetingPlace](#) module
- [Configuring Languages for Cisco Unified MeetingPlace](#) module
- [Configuring Meetings for Cisco Unified MeetingPlace](#) module
- [Configuring Audio and Video Recordings for Cisco Unified MeetingPlace](#) module
- [Configuring Email Notifications for Cisco Unified MeetingPlace](#) module
- [Configuring Attendant Settings for Cisco Unified MeetingPlace](#) module
- [Configuring Call Control for Cisco Unified MeetingPlace](#) module
- [Configuring Direct Inward Dial for Cisco Unified MeetingPlace](#) module
- [Securing the Cisco Unified MeetingPlace System](#) module

User Configuration Page

Use this page to perform these tasks:

- [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace](#) module
- [Adding or Editing a Video Terminal Profile in the Configuring Endpoints for Cisco Unified MeetingPlace](#) module
- [Changing the User Status in Cisco Unified MeetingPlace User Profiles](#) module
- [Configuring Cisco Unified MeetingPlace Directory Service](#) module

User Groups Page

To find this page, select **User Configuration > User Groups**. By default, this page displays user groups sorted by group name in ascending order.

Table: Navigation Reference: User Groups Page

To	Do This
Sort by group name, group number, or active status	Select the relevant column heading. Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.
Change the sort order to ascending or descending	Select the column heading to display an arrow. Select the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort). Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.
Display a shorter or longer list of user groups in one view	At the bottom of the page, in the Rows per page field, select the number of user groups to display.
Display a different page of user groups	At the bottom of the page, perform one of these actions: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.
Create a new user group	Select Add New .
Delete user groups	Check the appropriate check boxes in the far left column, and select Delete Selected . Restriction: The preconfigured System user group cannot be deleted.

Related Topics

- [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module](#)
- [Add User Group Page](#)

User Profiles Page

To find this page, select **User Configuration > User Profiles**. By default, this page displays user profiles sorted by user ID in ascending order.

Table: Navigation Reference: User Profiles Page

To	Do This
Sort by user ID, profile number, or name	Select the relevant column heading. Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.
Change the sort order to ascending or descending	Select the column heading to display an arrow. Select the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort). Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.
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, perform one of these actions: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.
Search by user ID	Select the User ID radio button, enter the first characters of the user ID, and select Search .
Search by first or last name	Select the Name radio button, enter at least the first character of the first name or last name, and select Search .
Edit an existing user profile	Select Edit in the same row as the user profile.
Create a new user profile	Select Add New .
Delete one or more user profiles	Check the appropriate check boxes in the far left column, and select Delete Selected . Restriction: The preconfigured admin and guest profiles cannot be deleted.

Related Topics

- [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace module](#)
- [Add User Profile Page](#)

Video Terminal Profiles Page

To find this page, select **User Configuration > Video Terminal Profiles**. By default, this page displays video terminal profiles (VTPs) sorted by VTP name in ascending order.

Table: Navigation Reference: Video Terminal Profiles Page

To	Do This
Sort by VTP name or endpoint E.164 number.	Select the column heading. Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.
Change the sort order to ascending or descending	Select the column heading to display an arrow. Select the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort). Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.
Display a shorter or longer list of entries 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	At the bottom of the page, perform one of these actions: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.
Search by VTP name	Select the VTP Name radio button, enter the first characters of the name, and select Search .
Search by E.164 number	Select the Endpoint E.164 number radio button, enter digits, and select Search .
Edit an existing VTP	Select Edit in the same row as the VTP.
Create a new VTP	Select Add New .
Delete one or more VTP	Check the appropriate check boxes in the far left column, and select Delete Selected .

Related Topics

- [Adding or Editing a Video Terminal Profile in the Configuring Endpoints for Cisco Unified MeetingPlace module](#)
- [Add Video Terminal Profile Page](#)

Video Type Management Page

Use this page to find, add, edit, and delete video types in the Cisco Unified MeetingPlace database.

To find this page, select **System Configuration > Video Type Management**.

By default, this page displays video types sorted by name in ascending order.

Table: Navigation Reference: Video Type Management Page

To	Do This
Sort by video format name, minimum bit rate, maximum bit rate, or video mode.	<p>Select the column heading.</p> <p>Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.</p>
Change the sort order to ascending or descending.	<p>Select the column heading to display an arrow. Select the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort).</p> <p>Restriction: The system sorts entries as text strings. For example, if you sort by number, the system lists 10 as a lower number than 2.</p>
Display a shorter or longer list of entries 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.	<p>At the bottom of the page, perform one of these actions:</p> <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.
Edit an existing video type.	<p>Select Edit in the same row as the video type.</p> <p>Restriction: You cannot edit video types if the <u>Type of media server</u> is set to Hardware Media Server.</p>
Create a new video type.	<p>Select Add New.</p> <p>Restriction: You cannot add new video types if the <u>Type of media server</u> is set to Hardware Media Server.</p>
Delete one or more video types.	<p>Check the appropriate check boxes in the far left column, and select Delete Selected.</p> <p>Restriction: You cannot delete video types if the <u>Type of media server</u> is set to Hardware Media Server.</p>

Related Topics

- [Add Video Type Page](#)
- [Configuring Media Resources for Scheduled and Reservationless Meetings in the Configuring Meetings for Cisco Unified MeetingPlace module](#)

View Locked Profiles Page

This page displays the user profiles that are locked. For locked user profiles that belong to user groups, the group defaults for active and inactive status are also displayed. To find this page, select **User Configuration > Locked Profiles**.

Table: Navigation Reference: View Locked Profiles Page

To	Do This
Set locked user profiles to active state	Check the appropriate check boxes in the far left column, and select Set Selected to Active .
Set locked user profiles to inactive state	Check the appropriate check boxes in the far left column, and select Set Selected to Inactive .
Display a shorter or longer list of locked 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 locked user profiles	At the bottom of the page, perform one of these actions: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and select Go. • Select the arrows to page through the list.

Related Topics

- [Changing the User Status in Cisco Unified MeetingPlace User Profiles module](#)

View System Logs Page

To find this page, select **Services > Logs > View System Logs**. The output is displayed on the [System Logs Page](#).

Table: Field Reference: View System Logs Page

Field	Description
Severity level	For normal operations, select minor , which provides a list of all log entries, or information , which lists everything. Default: major
Sort by date	Whether to list the oldest or newest messages first. Note: The system sorts messages by using the date and time that each message was added to the log file. If time is not synchronized across all Cisco Unified MeetingPlace servers, the time used

	for sorting might differ from the displayed time stamps, and the log messages might seem to appear out of order. The time stamp for each message is used by the system to filter out messages that are outside the specified start and end dates. Default: Sort by date descending
Start date	Default: yesterday (mm/dd/yyyy)
End date	Default: today (mm/dd/yyyy)
Module	The number of the software module whose log messages you want to see. See Module Numbers in the Using Alarms and Logs on Cisco Unified MeetingPlace module. Default: 0
Unit	Number used by the Cisco Unified MeetingPlace Gateway System Integrity Manager (Gateway SIM) to identify the server. Default: 0 (Application Server)
Rows per page	Default: 20

Related Topics

- [Viewing the System Log](#) in the [Using Alarms and Logs on Cisco Unified MeetingPlace](#) module
- [System Logs Page](#)
- [Configuring the Cisco Unified MeetingPlace Gateway System Integrity Manager](#) module

Web Servers Page

To find this page, select **System Configuration > Web Servers**. Use this page to:

- Configure the Gateway SIM connections between the Application Server and the Web Servers.
- Add links to the Web Server from the Administration Center. The links appear in a drop-down menu at the top of each Administration Center page.

This page is automatically populated with Web Servers that were successfully registered to the Application Server by Gateway SIM. To add or edit an entry, select the text in any entry row.

Related Topics

- [Edit Web Server Page](#)
- [Connecting the Cisco Unified MeetingPlace Application Server to a Web Server module](#)
- [Configuring the Cisco Unified MeetingPlace Gateway System Integrity Manager module](#)