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Active, Inactive, and Locked States

Table: User Status Options

State	Description
Active	Users with an active user profile can sign in and use Cisco Unified MeetingPlace.
Inactive	User with an inactive user profile cannot sign in to Cisco Unified MeetingPlace. However, they can still attend meetings that are not restricted to profiled users. When an employee leaves your company, you can make the user profile inactive to preserve any meetings scheduled by that employee. If, instead, you delete the user profile, all past meetings scheduled by that user are deleted from the system.
Locked	Users with a locked user profile cannot sign in to Cisco Unified MeetingPlace. However, like users with an inactive profile, they can still attend meetings that are not restricted to profiled users. User profiles can be locked by two methods: <ul style="list-style-type: none"> • The system automatically locks a user profile after a configurable number of failed user sign-in attempts. • A system administrator or attendant can manually lock a user profile.

Related Topics

- [Unlocking a User Profile](#)
- [Locking or Deactivating a User Profile](#)
- [Deleting a User Profile](#) in the [Configuring User Profiles and User Groups for Cisco Unified MeetingPlace](#) module
- [Deleting User Profiles by Import](#) in the [Importing Data into Cisco Unified MeetingPlace](#) module

Unlocking a User Profile

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > Locked Profiles**.
3. Check the check box in the same row as the user profile that you want to unlock. You can select multiple user profiles.
Make sure that you uncheck any check boxes for user profiles that you do not want to unlock.
4. Select **Set Selected to Active**.
5. Select **OK** in the confirmation pop-up window.
6. Verify that the unlocked user profile does not appear in the View Locked Profiles page.

Related Topics

- [Table: Navigation Reference: View Locked Profiles Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(U - W pages\)](#)
- [Active, Inactive, and Locked States](#)
- [Locking or Deactivating a User Profile](#)

Locking or Deactivating a User Profile

Restriction

The system administrator and the recorder profiles cannot be locked.

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > User Profiles**.
3. Find the user profile that you want to lock.
4. Select **Edit** in the same row as the user profile that you want to lock.
5. Set the [User status](#) field to **Locked** or **Inactive**.
6. Select **Save**.

Related Topics

- [Table: Navigation Reference: User Profiles Page in the Administration Center Page References for Cisco Unified MeetingPlace \(U - W pages\)](#)
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