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How to Configure User Groups

User groups contain information that can be inherited by user profiles. In each user profile, the <u>Group name</u> field identifies the user group to which the user profile belongs. Many of the fields in the user profile can be set to the group default, which means that the field value in the assigned user group becomes the field value used in the user profile. When you configure a field in a user group, that field is automatically updated in each user profile within the group, provided that the field is set to group default in the user profile.

To override a user group field configuration within an individual user profile, set the field in the user profile to a value other than group default. Further updates to the field in the user group will not affect the field in the user profile.

- <u>System User Group</u>
- <u>Recommendations for User Groups</u>
- <u>Adding or Editing a User Group Manually</u>
- <u>Searching for a Specific User Group</u>
- <u>Deleting a User Group</u>

System User Group

Cisco Unified MeetingPlace comes preconfigured with a user group called *System*. Except for the name, all fields in the System user group can be modified. You cannot, however, delete the System user group.

The values configured in the System user group are used as the default values in new groups that are added manually or by import.

The System user group is assigned to user profiles as follows:

- By default, the System user group is assigned to the preconfigured user profiles.
- If no configured filters apply, the System user group is assigned to Directory Service user profiles as they are imported from Cisco Unified Communications Manager into Cisco Unified MeetingPlace.

- If a user group is deleted, any user profiles that were assigned to that user group are automatically assigned to the System user group.

Related Topics

- About Preconfigured User Profiles
- Configuring Cisco Unified MeetingPlace Directory Service module

Recommendations for User Groups

- Add at least one user group so that you can easily manage and configure system administrator profiles separately from user profiles. For example, a simple setup can use these two user groups:
    - ♦ Administrator-Assign to the preconfigured admin profile and to the user profiles of any other system administrators. Enable all privileges for users in this group.
    - ♦ System (preconfigured)-Assign to user profiles and to the preconfigured guest profile, which is used as a template for new user profiles. Some guest profile fields are also applied to guest users.
- If you use the find me dial-out feature with non-direct-dial pagers, you need at least one user group for each pager system phone number that is shared by your users.
- Before importing any user profiles, make sure that you create or import the user groups to which the imported user profiles belong.
- Use as many group default settings as you can in your user profiles:
    Note: Set the Time zone field to a specific time zone; do not set it to the "local" setting. For details, see About Time Zones in the Administration Center Page References for Cisco Unified MeetingPlace (A - C pages).
    - · The more group default settings you have in each user profile, the more easily you can maintain user profiles for similar users.
    - · The more group default settings you have in the preconfigured guest profile, the more easily you can create user profiles for similar users because the guest profile is used as a template for new user profiles.

Related Topics

- System User Group

Adding or Editing a User Group Manually

Before You Begin

- To instead add or edit a batch of multiple user groups, see the Adding or Editing User Groups by Import.
- Read the Recommendations for User Groups.

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > User Groups**.
3. Select **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
4. Configure the fields.
5. Select **Save**.
6. Verify that your new user group appears in the User Groups Page.

Related Topics

- Table: Field Reference: Add User Group Page and Edit User Group Page in the Administration Center Page References for Cisco Unified MeetingPlace (A - C pages)
- System User Group
- Replication Service in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module

What To Do Next

Proceed to Updating All Groups in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module if you want the new or modified user group settings to take effect immediately. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Searching for a Specific User Group

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > User Groups**.
3. Enter the name of the user group that you are looking for.
   - ♦ The entire name is not required.
   - ♦ The search tool is not case sensitive.
4. Select **Search**.
5. If the list of name matches is too long for you to quickly find a particular user group, perform one of these actions:
   - ♦ Enter the entire name of the user group that you are looking for and select **Search**.
   - ♦ At the bottom right corner, use the page navigation tools, such as the arrows and Go buttons, to browse the long list of user groups.
6. To view the profile configuration for a particular user group, select **Edit** in the same row as the user group.

Related Topics

- Table: Field Reference: Add User Group Page and Edit User Group Page in the Administration Center Page References for Cisco Unified MeetingPlace

Deleting a User Group

Before You Begin

- To instead delete a batch of multiple user groups, see the <u>Deleting User Groups by Import</u>.
- If user profiles belong to a user group that gets deleted, those user profiles are automatically assigned to the system group.
- Deleting user groups is an irreversible operation. Before you delete user groups, consider creating a backup copy so that you can later retrieve the deleted user groups if necessary. Use one of these options:
  - ♦ <u>Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application Server</u> module
  - ♦ <u>Exporting User Groups</u> in the <u>Running Reports and Exporting Data from Cisco Unified MeetingPlace</u> module

Restriction

You cannot delete the system user group.

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > User Groups**.
3. Search for the user group that you want to delete.
4. Check the check box in the same row as the user group that you want to delete. You can select multiple user groups.
   > Make sure that you uncheck any check boxes for user groups that you want to keep in the Cisco Unified MeetingPlace database.
5. Select **Delete Selected**.
6. When the confirmation pop-up window appears, select **OK**.
7. Verify that the deleted user group does not appear in the <u>User Groups Page</u>.

Related Topics

- <u>Searching for a Specific User Group</u>

How to Configure User Profiles

The Cisco Unified MeetingPlace database should have a user profile for every person who sets up meetings and attends meetings regularly. Unprofiled users, called guest users, can attend meetings that are not restricted to profiled users only. System administrators are responsible for maintaining the directory of users and their associated privileges.

- <u>Benefits of Being a Profiled User</u>
- <u>About Preconfigured User Profiles</u>
- <u>Methods for Adding User Profiles</u>
- <u>Adding User Profiles Manually</u>

Benefits of Being a Profiled User

Although unprofiled users can attend unrestricted meetings as guests, only profiled users can perform these actions:

- Start or own reservationless meetings
- Schedule and manage meetings
- Update and maintain some of their own user profile settings
- Attend meetings and access recordings that are restricted to profiled users
- Be contacted by phone or pager at the time of their meetings

Related Topics

- Guest Profile Fields That Apply to Guest Users

About Preconfigured User Profiles

Cisco Unified MeetingPlace comes preconfigured with these user profiles:

- Admin Profile
- Recorder Profile
- Guest Profile

Admin Profile

Use the preconfigured *admin* profile to sign in to the Administration Center for the first time.

After this initial sign-in, we recommend that you create a separate user profile for each individual who will act as system administrator. You may, however, choose to continue to use the admin profile to sign in to the Administration Center on the Application Server.

(Cisco WebEx integration) The preconfigured admin profile is also used by the Cisco Unified MeetingPlace system to connect to the Cisco WebEx site for administrative tasks, such as uploading certificates. If you modify one of the following fields of the preconfigured admin profile on Cisco Unified MeetingPlace, make sure that you also update those fields on the Cisco WebEx site:

- User ID-default: admin
- Profile number-default: 0001

Note: You cannot use this preconfigured *admin* profile to access the Web Administration on the Cisco Unified MeetingPlace Web Server. Instead enter the User ID and password information from one of the other user profiles that have system administrator privileges to sign in to the Web Server.

Related Topics

- Signing In to the Cisco Unified MeetingPlace Administration Center module
- Signing In to the Cisco Unified MeetingPlace Web Administration in the Quick Start Configuration for Cisco Unified MeetingPlace Web User Portal for Scheduling and Joining Meetings module
- Changing System Administrator Passwords for Cisco Unified MeetingPlace module
- Setting Up the Cisco Unified MeetingPlace Administrator Profile on the Cisco WebEx Site in the Integrating Cisco Unified MeetingPlace with Cisco WebEx module

Recorder Profile

The preconfigured *recorder* profile is applicable only when Cisco Unified MeetingPlace is integrated with Cisco WebEx. Cisco WebEx Network-Based Recording (NBR) uses the recorder profile to access and record the audio portion of Cisco WebEx meetings.

Related Topics

- Configuring the Cisco WebEx Audio Recorder in the Integrating Cisco Unified MeetingPlace with Cisco WebEx module

Guest Profile

The system uses the preconfigured *guest* profile primarily as a template for new user profiles, but some field values are applied to guest users.

- Guest Profile Fields That Apply to Guest Users
- Guest Profile Fields That Apply to New User Profiles

Guest Profile Fields That Apply to Guest Users

Guest users are unprofiled users or users who access Cisco Unified MeetingPlace without signing in. Only these fields in the preconfigured guest profile apply to guest users:

- First name-Used in meeting participant lists, reports, and in video labels of live conferences.

   If you want to change the video label of the guest profile, make sure to put all of the text that you want displayed into the First name field.
   If the Type of media server is set to Hardware Media Server, video labels are displayed in the lower left corner of the video windows. If the Type of media server is set to Express Media Server, video labels are not displayed.

- Last name-Used in meeting participant lists and reports.

  The last name of the guest profile is not displayed in the video labels of live conferences. If you want to change the video label of the guest profile, make sure to put all of the text that you want displayed into the First name field.

- Type of user-End user (cannot be modified).
- Email type and format-Used in email notifications sent to invitees that are *not* invited from the Cisco Unified MeetingPlace directory.
- Language-Affects the following:
    - ♦ Web user portal used to schedule, find, and attend meetings.
    - ♦ Voice prompts for these dial-out features when initiated by guest users: Find Me and Dial Out From Within a Meeting.
    - ♦ Email notifications sent to invitees that are not selected from the Cisco Unified MeetingPlace directory.
- Can dial out-Whether guests have dial-out privileges.
- Can record meetings-Whether guests can start and stop recording from the telephone user interface (TUI) only. Guests cannot start and stop meeting recordings from the Cisco WebEx web meeting room because only meeting hosts can do so.
    Note: In the guest profile, the Can record meetings field applies to guest users only when the Guests can lock and record meetings field on the Usage Configuration Page is also set to Yes.

Guest Profile Fields That Apply to New User Profiles

The preconfigured guest profile serves as a template for new user profiles. For example, if you configure the Maximum meeting length (minutes) field to 90 in the guest profile, all new user profiles will have this field initially set to 90.

All guest profile fields are applied to new user profiles, *except* those in this list:

- First name
- Last name
- User ID
- User password
- Profile number
- Profile PIN

Remember that if you change the Group name in a user profile, all fields that are set to "group default" will inherit values from the new user group.

Related Topics

- How to Configure User Groups

Methods for Adding User Profiles

A Cisco Unified MeetingPlace system can support up to 250,000 user profiles.

Timesaver: Create or import user groups before you create or import user profiles. User profiles inherit user group configurations so you can avoid configuring most fields for each user.

There are three ways to populate the Cisco Unified MeetingPlace database with user profiles. The method used to add each user profile to Cisco Unified MeetingPlace determines the authentication method used for user sign-in attempts. See Table: Methods for Adding User Profiles and Authenticating Users.

Table: Methods for Adding User Profiles and Authenticating Users

Method of Adding User Profiles	Authentication Method
Through Directory Service import (recommended)	External AXL authentication See External AXL Authentication for Directory Service Users in the Configuring Cisco Unified MeetingPlace Directory Service module.
By import	Depends on isLocalUser user profile import field: • Yes-Locally on Cisco Unified MeetingPlace • No-External AXL authentication
Manually	Locally on Cisco Unified MeetingPlace

Related Topics

- Configuring Cisco Unified MeetingPlace Directory Service module
- Adding or Editing User Profiles by Import
- Adding User Profiles Manually

Adding User Profiles Manually

Manually creating user profiles through the Administration Center is useful for:

- Adding one or a few new users to the database when you cannot use Directory Service to add them.
- Adding temporary user profiles for visitors.

Before You Begin

- To instead add a large number of user profiles, see one of these modules:
    - ◆ Configuring Cisco Unified MeetingPlace Directory Service module
    - ◆ Adding or Editing User Profiles by Import in the Importing Data into Cisco Unified MeetingPlace module
- Create user groups before you create individual user profiles.

    Many user profile attributes are inherited from the assigned user group. This mechanism allows you to avoid configuring most fields for individual users. See the How to Configure User Groups.

- The guest profile serves as a template for new user profiles. To speed up the process of creating user profiles, configure as many fields as are applicable in the guest profile to group default.

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > User Profiles**.
3. Select **Add New**.
4. Enter or change the values in the fields.
     Tip: If you select the group default option in any field, the value that is inherited from the assigned user group appears in parentheses in that field.
5. Select **Save**.
6. Verify that your new user profile appears on the User Profiles Page.

What To Do Next

Proceed to Updating All User Profiles in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module if you want the new user profiles to be available immediately for meeting invitations. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Related Topics

- Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace (A - C pages)
- Methods for Adding User Profiles
- Guest Profile Fields That Apply to New User Profiles
- Replication Service in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module

Searching for a Specific User Profile

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > User Profiles**.
3. Choose whether to search by user ID or name (either first or last name).
4. Enter the user ID, first name, or last name of the user profile that you are looking for.
     ◆ The entire name is not required.
     ◆ The search tool is not case sensitive.
5. Select **Search**.
     ◆ If the search results are too large, enter the entire user ID, entire first name, or entire last name of the user profile that you are looking for, and select **Search**.
     ◆ At the bottom right corner, use the page navigation tools, such as the arrows and Go buttons, to browse the long list of user profiles.
6. To view a specific user profile, select **Edit** in the same row as the user profile.

Related Topics

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

Editing a User Profile

Before You Begin

- If you are editing a Directory Service user profile, make sure that you modify the correct Source of the user profile field configuration. See Directory Service User Profile Configuration in the Configuring Cisco Unified MeetingPlace Directory Service module.
- To edit a batch of multiple user profiles instead of a single user profile, see Adding or Editing User Profiles by Import in the Importing Data into Cisco Unified MeetingPlace module.

Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration > User Profiles**.
3. Find the user profile that you want to modify.
4. Select **Edit** in the same row as that user profile.
5. Enter or change the values in the fields.
6. Select **Save**.

Related Topics

- Searching for a Specific User Profile
- Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace (A - C pages)
- Replication Service in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module

What To Do Next

Proceed to Updating All User Profiles in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage module if you want the modified user profile settings to take effect immediately. Otherwise, any changes or additions you make will take effect after the next Replication Service update, which occurs nightly.

Deleting a User Profile

Before You Begin

- To instead delete a batch of multiple user profiles, see Deleting User Profiles by Import in the Importing Data into Cisco Unified MeetingPlace module.
- Deleting user profiles is an irreversible operation. Before you delete user profiles, consider creating a backup copy so that you can later retrieve the deleted user profiles if necessary. Use one of these options:

   ♦ Backing Up, Archiving, and Restoring Data on the Cisco Unified MeetingPlace Application
     Server module
   ♦ Exporting User Profiles in the Running Reports and Exporting Data from Cisco Unified
     MeetingPlace module

        Note: Passwords are not exported. Therefore, to import any previously deleted user
        profiles, you must provide a User password (EncryptedUserPWD or upwd) and
        Profile PIN (EncryptedProfilePWD or prfpwd) for each user.

Restrictions

   • (Cisco WebEx integration only) Deleting user profiles on Cisco Unified MeetingPlace does *not*
     disable access to Cisco WebEx. You must deactivate those users through the Cisco WebEx Site
     Administration.
   • You cannot delete the preconfigured admin, guest, or recorder user profiles.

Procedure

   1. Sign in to the Administration Center.
   2. Select **User Configuration > User Profiles**.
   3. Find the user profile that you want to delete.
   4. Check the check box in the same row as the user profile that you want to delete. You can select
      multiple user profiles.
           Make sure that you uncheck any check boxes for user profiles that you want to keep in the
           Cisco Unified MeetingPlace database.
   5. Select **Delete Selected**.
   6. When the confirmation pop-up window appears, select **OK**.
   7. Verify that the deleted user profile does not appear in the User Profiles Page.

Related Topics

   • Table: Navigation Reference: User Profiles Page in the Administration Center Page References for
     Cisco Unified MeetingPlace (U - W pages)
   • Deactivating Cisco WebEx User Profiles in the Integrating Cisco Unified MeetingPlace with Cisco
     WebEx module