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Changing Your Cisco Unified MeetingPlace Express Preferences

The Cisco Unified MeetingPlace Express system stores your personal and meeting settings in your user profile. These profile settings are initially set by your system administrator, but you can change some of them later.

This section describes how to change the settings that you have permission to change.

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Changing Your Personal Profile Settings

Before You Begin

- You must be on the company network.
- Log in to Cisco Unified MeetingPlace Express as a profiled user.

Procedure

Step 1 Click Profile.



e The Profile link appears on every screen except for the web meeting room screen.

Step 2 Make changes keeping the following in mind:

- For First Name and Last Name, the maximum length for these fields is 32 characters.
- For Language, the language you choose only affects the web and audio interfaces after you log in. Before you log in, or if you are a guest, you will see and hear the system default language that your system administrator has chosen for your Cisco Unified MeetingPlace Express system.
- If you choose English (US), your clock will be in the 12-hour format. If you choose any language other than English (US), your clock will be in the 24-hour format.

Step 3 Click Update profile.

Changing Both Your Web and Phone Passwords

This topic describes how to change both your web and phone passwords from the Web interface.

Before You Begin

Make sure that you are logged in to the system as a profiled user.

Procedure

- Step 1 Click **Profile**.
- Step 2 Click Change Password for the password you want to change.

Note If there is no Change Password button, you cannot change this password.

- **Step 3** Enter your current password.
- **Step 4** Enter your new password.
- **Step 5** Enter your new password again to verify that you entered it correctly.
- Step 6 Click Save.
- **Step 7** Repeat Step 2 through Step 6 for your other password, if desired.

Related Topics

- Changing Your Phone Password, page 15-3
- Password Restrictions, page A-1

Changing Your Phone Password

This topic describes how to change only your phone password from your touch-tone phone.

Before You Begin

Know your current phone profile number and password.

Procedure

- **Step 1** Dial the Cisco Unified MeetingPlace Express phone number.
- Step 2 Press 2#.
- **Step 3** Follow the prompts.

When you are finished, the system begins the prompts again from the beginning of the list.

Step 4 Press **3**# and follow the prompts to enter your new password.

Related Topics

- Changing Both Your Web and Phone Passwords, page 15-2
- Password Restrictions, page A-1

Specifying Your Preferred Method of Joining Meetings

Depending on settings made by your system administrator, you may be able to choose how you want to join meetings of which you are the owner or to which you are invited. The options are:

- The system calls you automatically when the meeting starts.
- You initiate the call process each time you join a meeting.



Note The system can call you at the beginning of meetings to which you have been invited only if the scheduler invited you by using the method described in the "Inviting Participants by Using the Directory" section on page 3-1.

Before You Begin

Make sure that you are logged in to the system as a profiled user.

Procedure

- Step 1 Click Profile.
- **Step 2** Locate the Method of Attending parameter.



e If you cannot find this parameter, you do not have permission to specify your preferred method of attending. Skip the remainder of this procedure.

- **Step 3** Specify how you prefer to join the voice component of your meetings.
 - If your system is configured for video conferencing, this parameter also indicates how you prefer to join the video component of your meetings.
 - The Find Me feature applies for meetings that you schedule or start, and meetings to which you are invited where the meeting scheduler used the directory to specify you as an invitee.
- **Step 4** If you chose Find Me, enter up to two phone numbers plus an optional pager number in the order that you want the system to try.
 - For each number that you enter, specify the type of number that it is.
 - If the number is connected to a video endpoint, the system will recognize this as such when you are connected.
 - Enter each phone number in the same format that you would use to dial that number from the telephone on your desk.
 - You can enter only one pager number among the three options as follows:

For This	Do This
Direct dial pager	Enter the telephone number of the pager.
Non direct dial pager	Enter your PIN number for the pager system.

<u>}</u> Tip

If you enter a pager number, we recommend that you enter it as the last option in your list since delays in many pager services may result in Cisco Unified MeetingPlace Express calling the other numbers in addition to the pager number.

<u>Note</u>

When you specify a pager number, you can enter numbers, spaces, and the # and * symbols. Cisco Unified MeetingPlace Express ignores all other characters.

Step 5 Click Update profile.

Step 6 Click Logoff.

Recording Your Profile Name

All profile users are announced when they first enter a Cisco Unified MeetingPlace Express meeting. Use this procedure to record your name so that the system can introduce you in future meetings. If you do not record your name, the system will prompt you for your name each time it dials out to you to join a meeting.



You may also be prompted to record your name when you dial in to attend a meeting. If this occurs, follow the prompts to record your name.

Before You Begin

Know your phone profile number and password.

Procedure

- **Step 1** Dial your Cisco Unified MeetingPlace Express telephone number.
- Step 2 Press 2#.
- **Step 3** Follow the prompts to enter your phone profile number and password.
- **Step 4** Press **2**# and follow the prompts.

Assigning a Delegate to Schedule Meetings on Your Behalf

A delegate is a profiled Cisco Unified MeetingPlace Express user who can schedule and reschedule meetings on your behalf. Your delegate has the same meeting privileges as the meeting scheduler.

As a profiled user, you can have only one delegate. However, a delegate can act on behalf of multiple users.

Before You Begin

- Ask your system administrator who can be your delegate. Not all users can be delegates.
- Make sure that you are logged in to the system as a profiled user.

Procedure

Step 1 Click **Profile**.

- **Step 2** Locate the Assign Delegate parameter.
- **Step 3** Enter the Cisco Unified MeetingPlace Express username of the person who will schedule meetings for you.

Step 4 Click Update Profile.

The next time your delegate logs on and clicks **Schedule**, your username will appear in the Schedule on behalf of list.

Related Topics

• Scheduling a Meeting on Behalf of Another User, page 2-10

Changing Your Time Zone

You can change the time zone that the system uses to configure your scheduling and notification activities.

Before You Begin

Make sure that you are logged in to the system as a profiled user.

Procedure

Step 1 Click Profile.

Step 2 Locate the Region field.

Step 3 Choose a region.

- The region that you choose determines the time zones that you will see.
- If you plan to choose the "Localtime" time zone, choose **Other** for Region.



p The "Localtime" option is most useful if your company or organization has locations in only one time zone. If you want to choose this option, you must first choose Other from the Region field.

- **Step 4** Choose a time zone.
- Step 5 Click Update Profile.

Choosing a Date Format

On some systems, you can choose in what format you want dates to appear on Cisco Unified MeetingPlace Express web pages.

Before You Begin

- Make sure that your browser accept cookies. If you delete cookies in your browser, you must perform this task again.
- Open a browser and enter the URL of the Cisco Unified MeetingPlace Express server.

Procedure

Step 1 Click Attend.

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Step 2 Choose a language from the bottom of the Attend page:

То	Do This
Use dates in the MM/DD/YYYY format.	Choose English (US).
Use dates in the DD/MM/YYYY format.	Choose English (UK), English (AU), or French (FR).
Use dates in the DD.MM.YYYY format.	Choose German.
Use dates in the YYYY-MM-DD format.	Choose French (CA).

<u>Note</u>

If you do not see any languages at the bottom of the Attend page, your system does not offer this feature.

Changing the Entry and Exit Announcements from Your Cisco Unified IP Phone

By default, the system announces participants as they enter and exit the meeting. You can change these announcement options if you are the meeting scheduler for both future meetings and meetings that are in progress.

Before You Begin

- You must be the meeting owner.
- You must have Cisco Unified MeetingPlace Express Phone View installed on your Cisco Unified IP Phone.
- Complete the "Viewing Meeting Details On Your Cisco Unified IP Phone" section on page 14-6 for the meeting that you want to modify.

Procedure

Step 1 Press the **Ancmnts softkey**.

If you do not see Ancmnts, press more.

- **Step 2** Select the announcement that you want to change.
 - Press 1 to change the entry announcement.
 - Press 2 to change the exit announcement.

Step 3 Choose the announcement style that you want.

- Press 1 to hear a beep plus the recorded name of the participant who is arriving or departing.
- Press 2 to hear only a beep when a participant arrives or departs.
- Press **3** to allow participants to arrive or depart silently.
- Step 4 Press Close.
- **Step 5** (Optional) Repeat Step 2 through Step 4 to change the other announcement.