Cisco Unified CallManager User Options Guide

Note: You need to turn on the "Compatibility View" feature of Internet Explorer (IE) 9.0 if the "Cisco Unified CallManager User Options" does not work properly. You can toggle the "Compatibility View" of IE 9.0 by pressing "Alt-T" and then the "V" button.

One of the advance features of IP Phone System is allowing user to define and administrate his/her phone data such as Personal Address Book, Fast Dials, etc. via a Web browser.

Following procedures show how you can access the Cisco Unified CallManager User Options and change your IP Phone settings via a web interface.

1. **Access the Cisco Unified CallManager User Options**
   The IPT System is installed in a private network and your PC can not access the IPT servers directly. You need to establish a SSL VPN tunnel to the private network in order to gain access to the servers.

2. **Change the Browser password and Phone Pin**
   The Browser password is used whenever you access the Unified CallManager to change your IP phone settings via a web browser.

   The Phone pin is used when you try to access the Personal Directory through an IP phone set.

3. **Create/Edit the Personal Address Book**
   You may create your own Personal Address Book so that you can retrieve any phone number quickly and easily in the IP phone set via the "Personal Directory" service.

4. **Create/Edit Fast Dials**
   Fast Dial provides a menu to access the most frequently dialed phone numbers. You can at most define 99 fast dial numbers in your personal profile.

5. **Create/Edit Speed (Abbreviated) Dials**
   Speed (Abbreviated) dial provides a short cut to dial the most frequently numbers by pressing at most 3 keys. You can at most define 99 speed dial numbers in your IP phone.

   To place a speed dial call, you can key-in the predefined speed dial number, press the "AbbrDial" soft key and then lift the handset.

6. Line Settings

You can modify your line settings such as "Incoming Call Forwarding" and the "Message Waiting Lamp" through a web browser.

1. **Access the Cisco Unified CallManager User Options**

Select the "**CityU IP Phone Maintenance - Cisco Unified CM User Options**" option in the Workdesk and you will be prompted for your EID and Network Connection Password. Select "CityU Radius" in the Realm field.

Upon successfully logon, a SSL VPN tunnel to the IP Phone System is established. You may then choose the "CityU IP Phone Maintenance – Cisco Unified CM User Options" to continue. Additional plugin may be required to load the application. Just follow the on screen instructions and install the plugin.
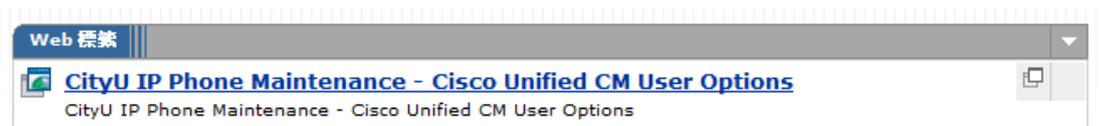
The logon screen of the CallManager is shown on the screen and you can use your EID and the browser password that we have sent to you by e-mail at the time when the IP phone set was delivered:
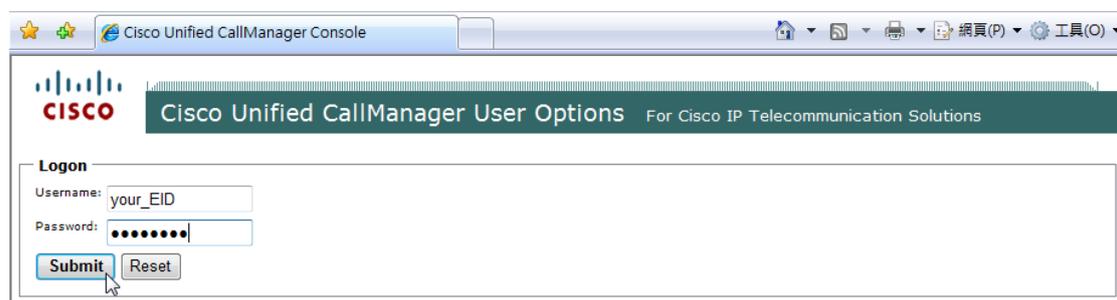
If you have forgotten the password, you may raise a CSC Work Request to reset the password.

2. Change your Browser password and Phone Pin

Select "User Options" and then "User Settings":
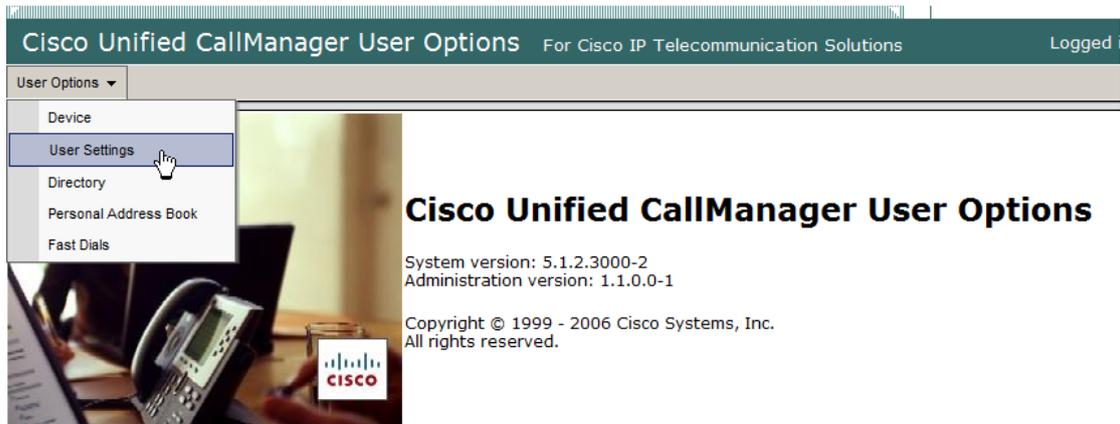
Enter your current password/PIN and the new password/PIN. Please note that the password must contain 5 – 127 characters while the PIN must contain 5 – 20 numeric characters.
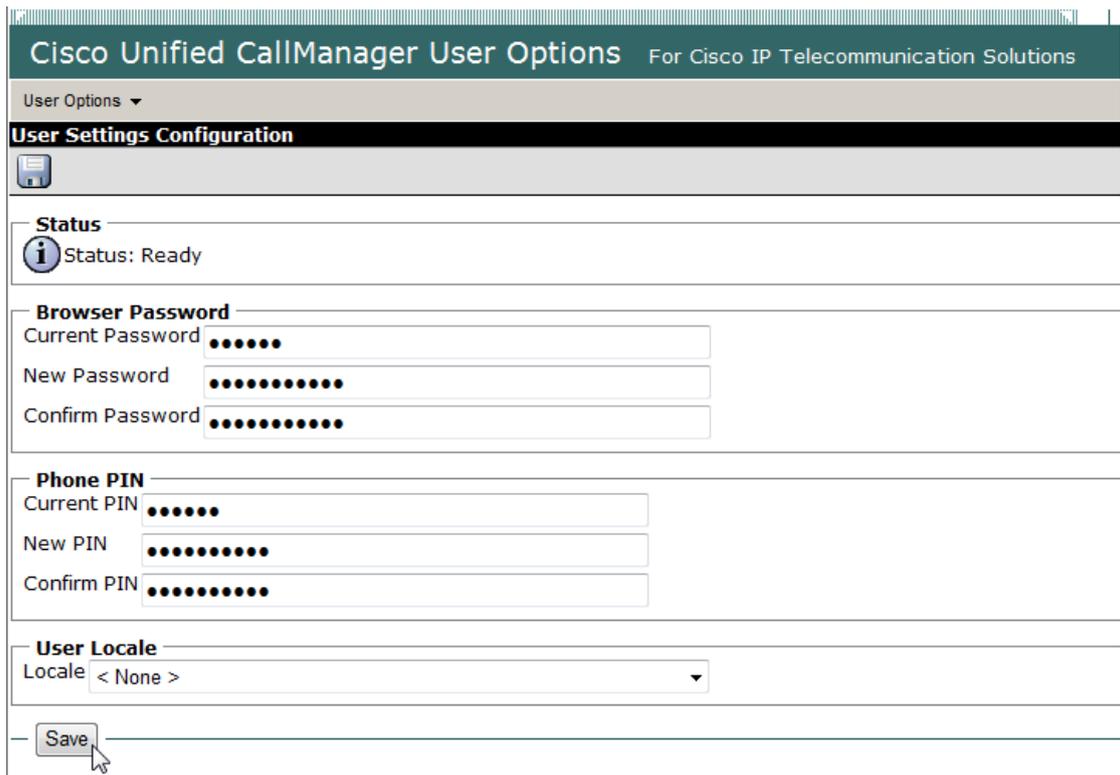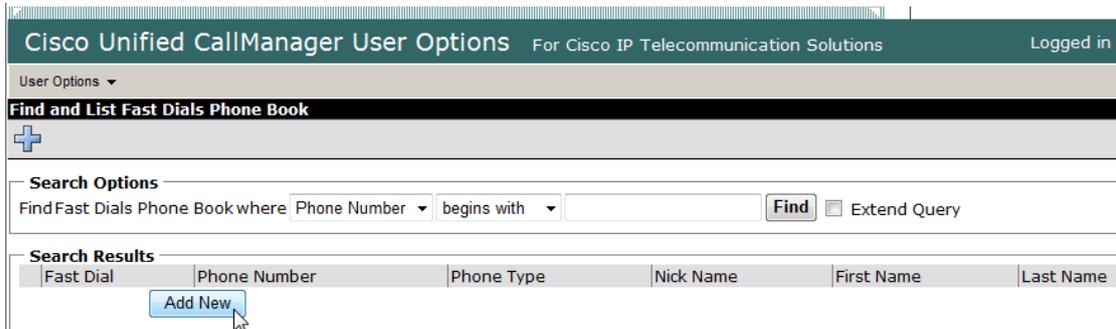

Press "Save" to save the changes.

If you have forgotten the PIN, you may raise a CSC Work Request to reset the PIN.

3. Create/Edit your Personal Address Book

Select "User Options" and then "Personal Address Book":
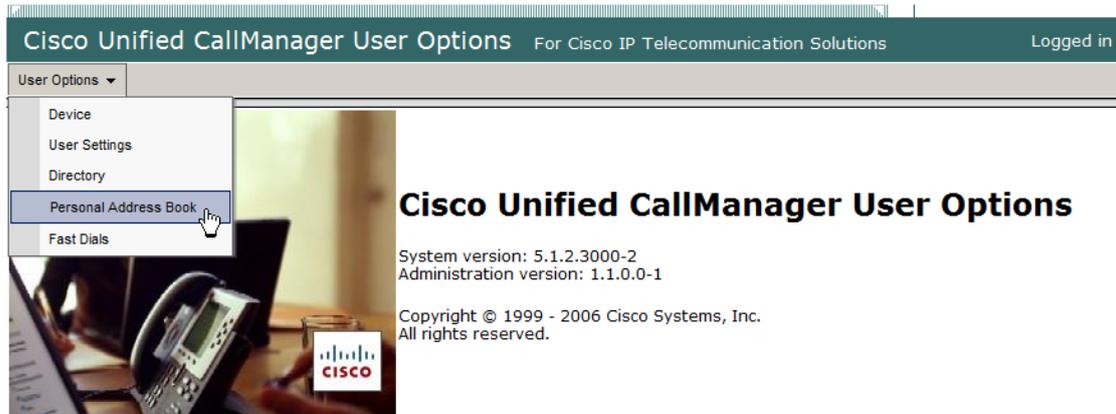
Press the "Add New" button to add new entry:

Fill in the form and then press "Save" to save the entry in your profile.

Fill in the desired information and then press the "Save" button to store the entry in your phone book.

Press "Add New" button again if you want to add more entries.

Edit the contents of a particular entry

You can edit the contents of a particular entry by clicking on the "Nick Name" field of the desired entry:

Delete an entry

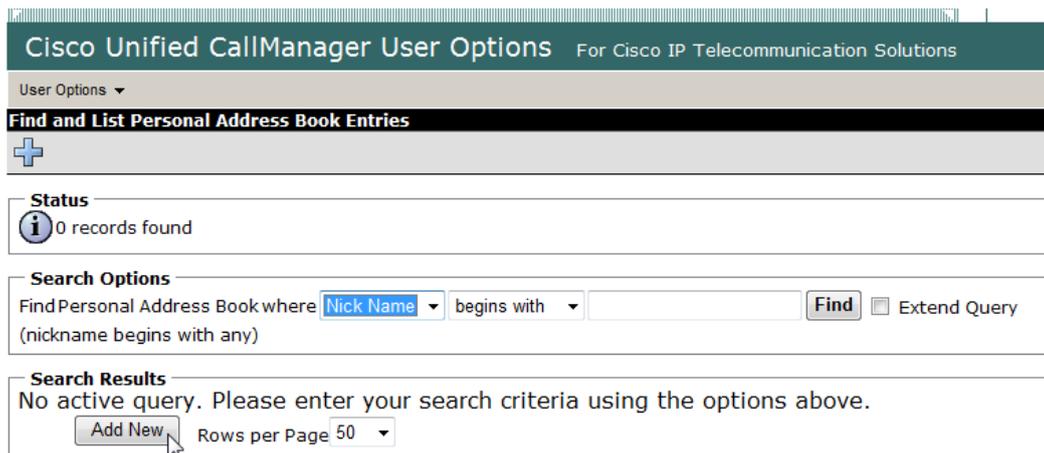To remove any particular entry, you can check the checkbox of the entry that you want to remove and then press the "Delete Selected" button.

4. Create/Edit Fast Dials

Select "User Options" and then "Fast Dials":

Press the "Add New" button to create new entry:

Assign a "Fast Dial" number and then enter the corresponding phone number. You may also assign the number by selecting the number from your personal address book (if available) shown on the screen:
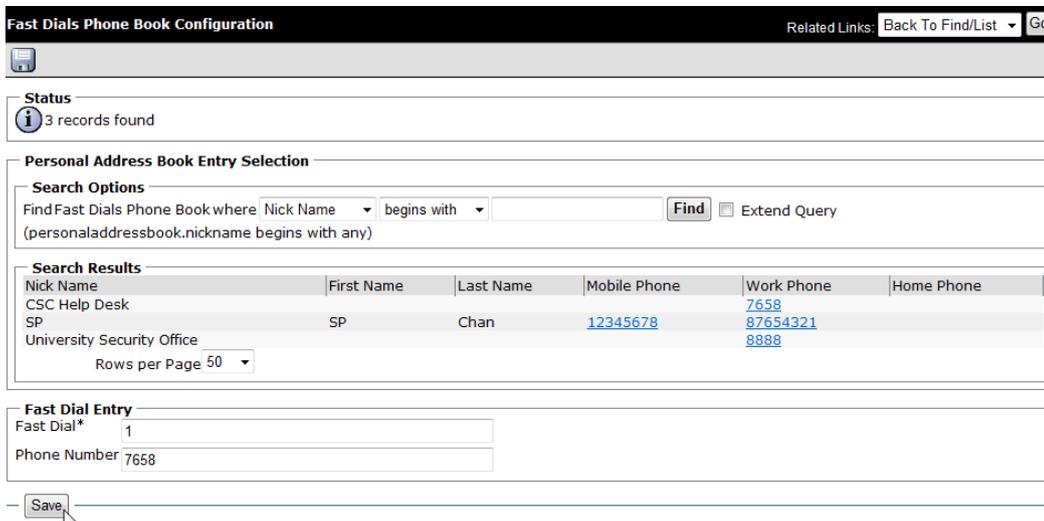
Press the "Save" button to save the entry and then press the "Go" button to review the fast dial list:

Press "Add New" button again if you want to create more entries.

Edit Fast Dials entry

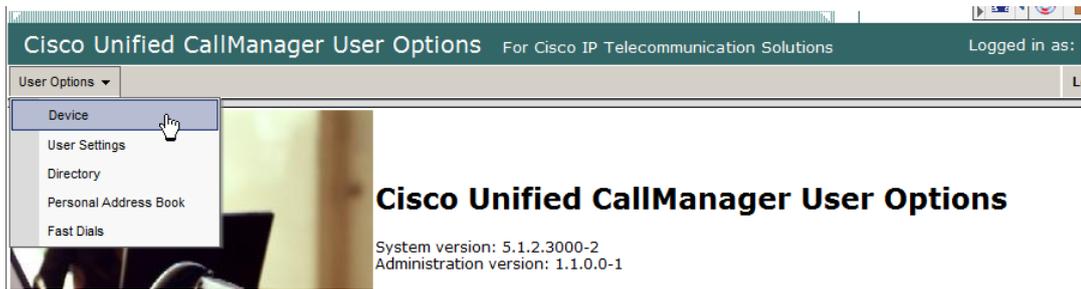Click on the desired entry and follow the steps above to re-assign the phone number.

Delete an entry

Check the checkbox of the particular entry that you want to delete and then press the "Delete Selected" button to remove the entry.
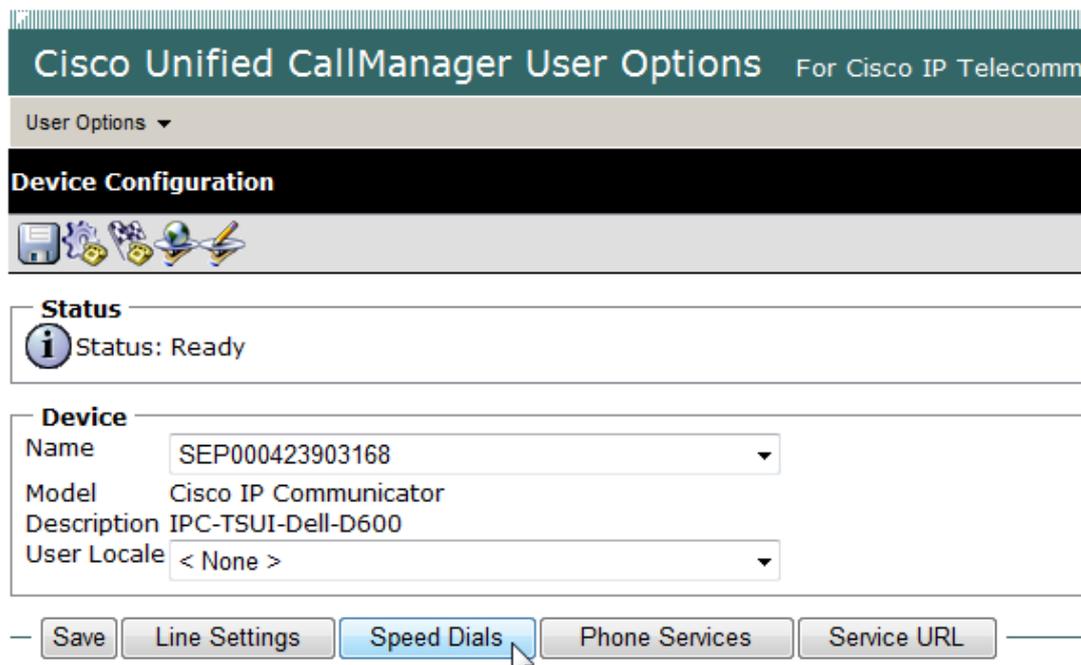
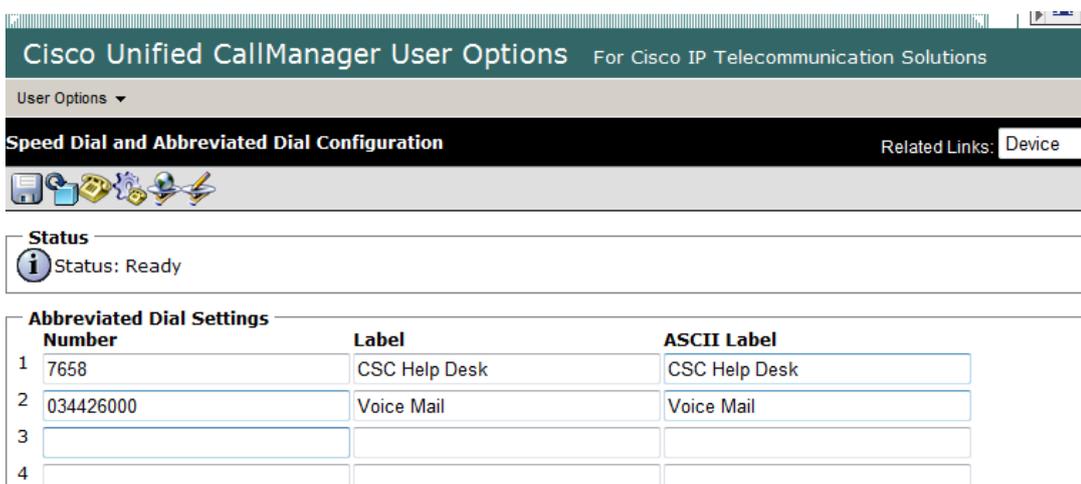**5. Create/Edit Speed (Abbreviated) Dials**

Select "User Options" and then "Devices"
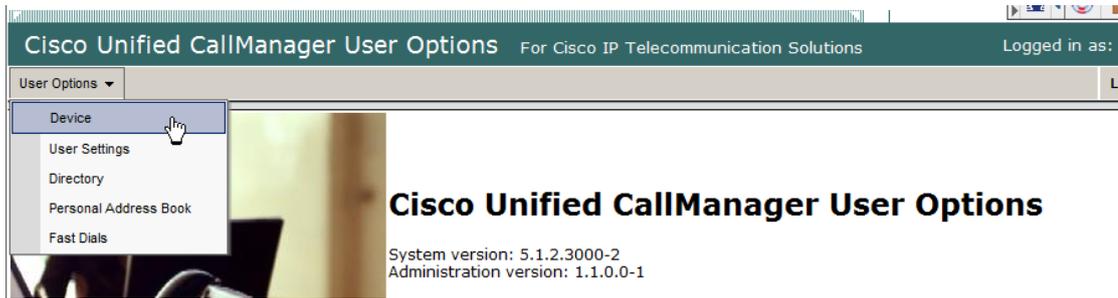

Click on the "Speed Dials" button:

Assign your favorite phone number and description to the desired "Speed Dial" number:

Press the "Save" button to save the list.

6. **Modify Line Settings**

Select "User Options" and then "Devices"

Select "Line Settings" button

You will see the current settings of the "Incoming Call Forwarding" and "Message Waiting Lamp". You may choose your desired operation mode if necessary.

Message Waiting Lamp

Message Waiting Lamp Policy* | Use System Policy ▼

< None >
Use System Policy
Light and Prompt
Prompt Only
Light Only
None

Save | Device | Speed Dials

ⓘ *- indicates required item.