

## **Cisco Unified CallManager User Options Guide**

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.



### Welcome to the CityU IP Phone System Access Control Page

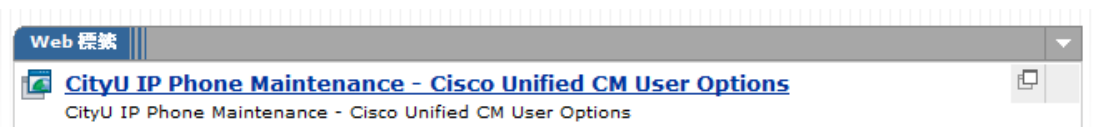
Please logon using your EID and Network Connection Password

Username

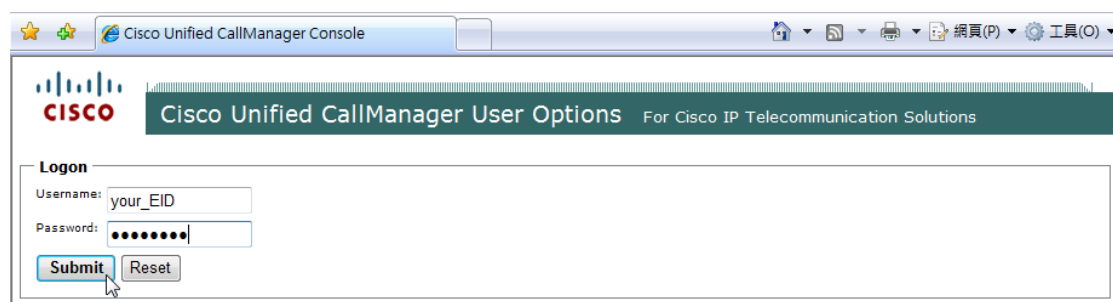
Password

Realm

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.



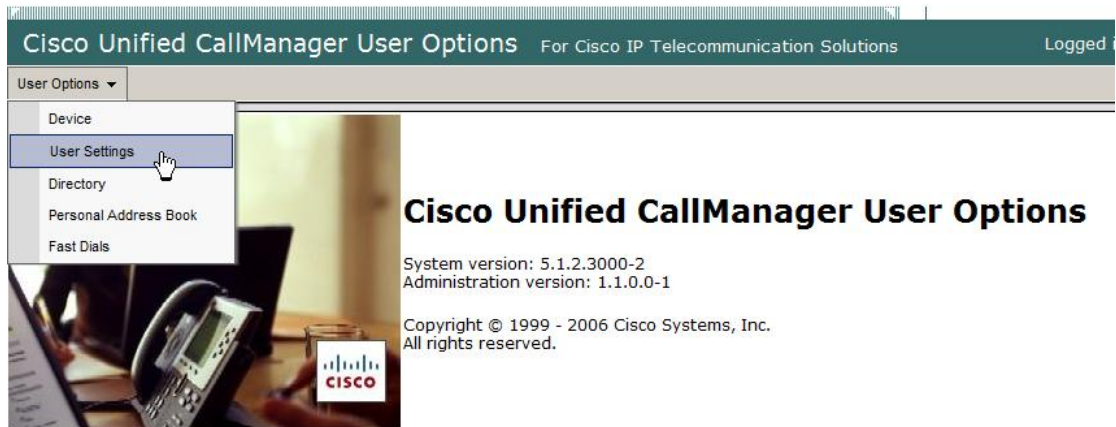
The logon screen of the CallManager is shown on the screen and you can use your EID and the browser password that we have sent to you by e-mail at the time when the IP phone set was delivered:



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.

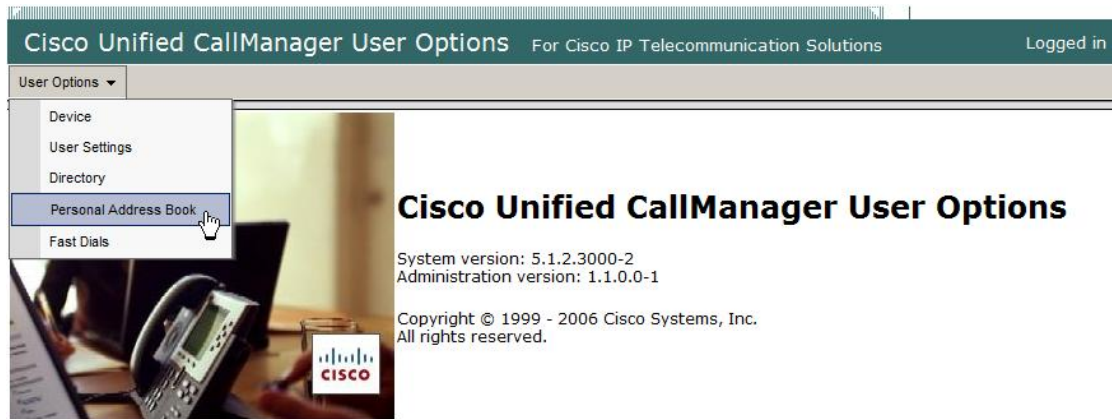
A screenshot of the 'User Settings Configuration' page in the Cisco Unified CallManager User Options interface. The page has a dark header with the title 'Cisco Unified CallManager User Options' and 'For Cisco IP Telecommunication Solutions'. Below the header, the page title is 'User Settings Configuration'. The main content area is divided into sections: 'Status' (Status: Ready), 'Browser Password' (Current Password, New Password, Confirm Password), 'Phone PIN' (Current PIN, New PIN, Confirm PIN), and 'User Locale' (Locale: < None >). A 'Save' button is located at the bottom left of the form area.

Press “Save” to save the changes.

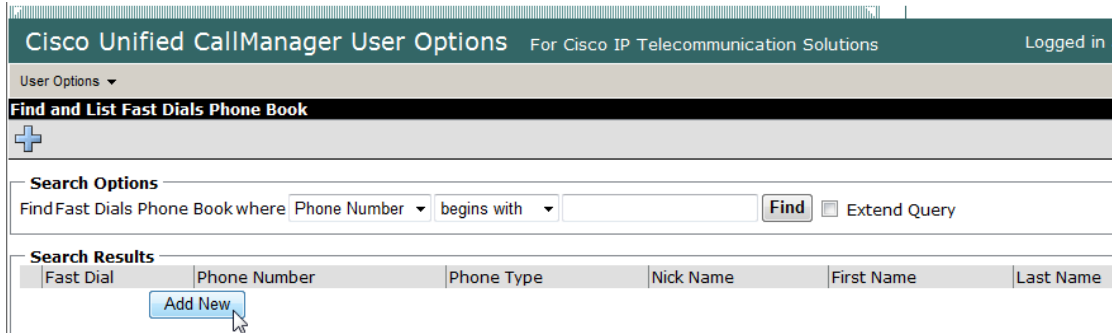
If you have forgotten the PIN, you may raise a CSC Work Request to reset the PIN.

### 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.

**Edit Entry**

First Name	SP
Last Name	Chan
Nick Name*	SP
Email	
Home Phone	
Work Phone	87654321
Mobile Phone	12345678

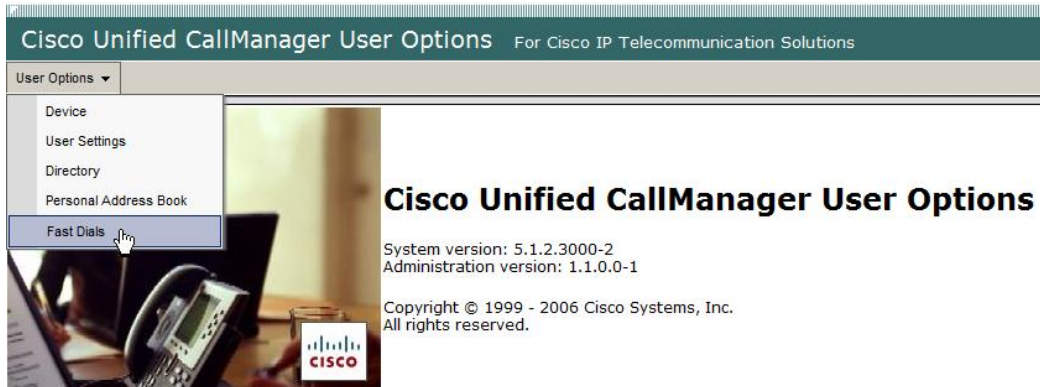
Fill in the desired information and then press the “Save” button to store the entry in your phone book.

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

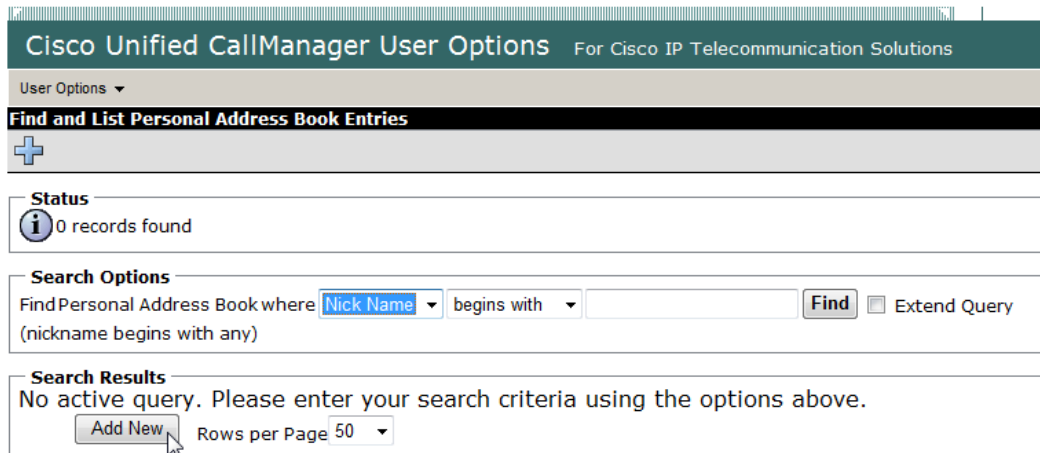


#### 4. Create/Edit Fast Dials

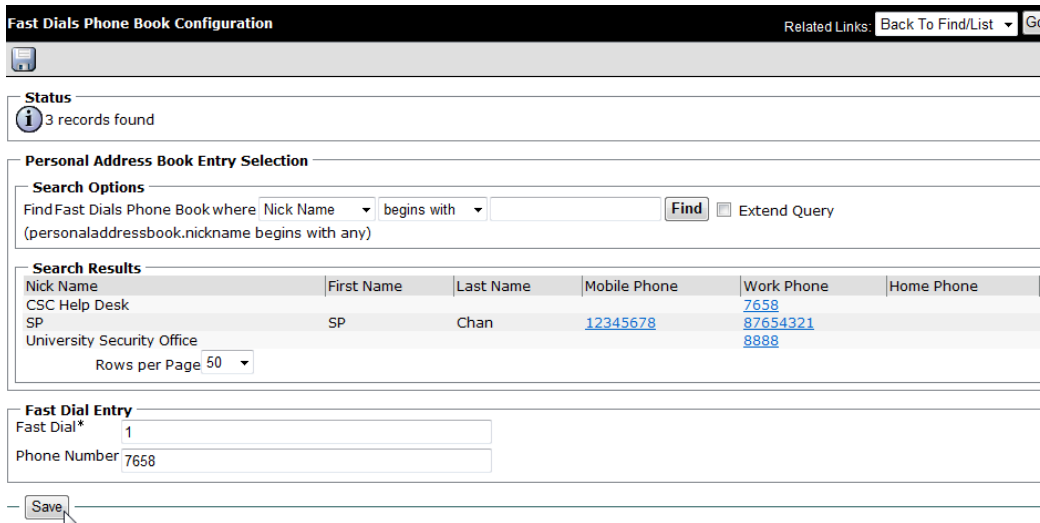
Select “User Options” and then “Fast Dials”:



Press the “Add New” button to create new entry:



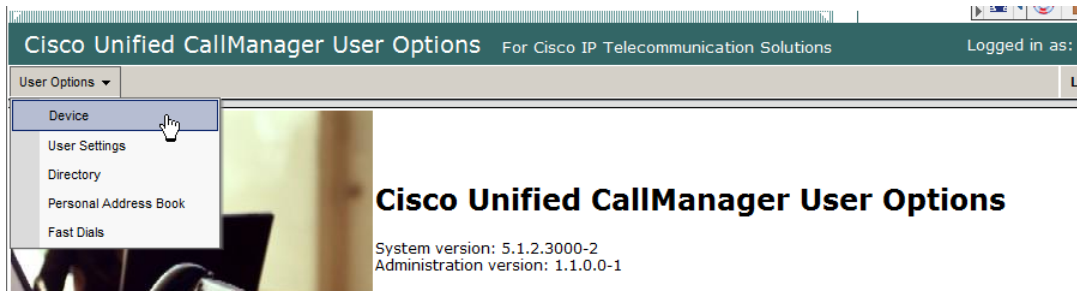
Assign a “Fast Dial” number and then enter the corresponding phone number. You may also assign the number by selecting the number from your personal address book (if available) shown on the screen:



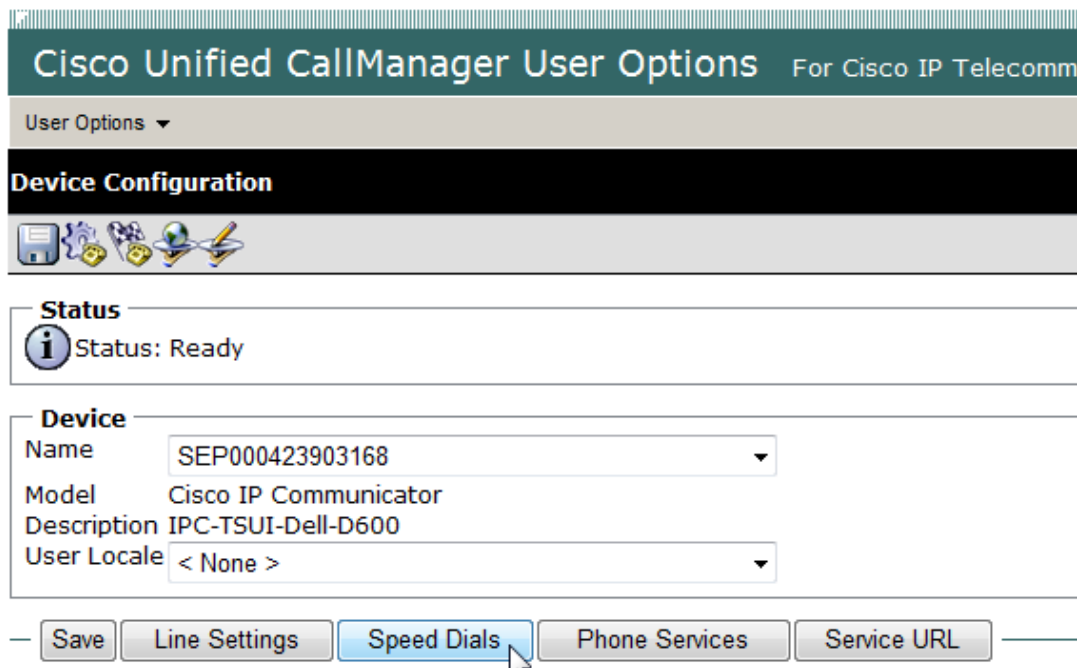


## 5. Create/Edit Speed (Abbreviated) Dials

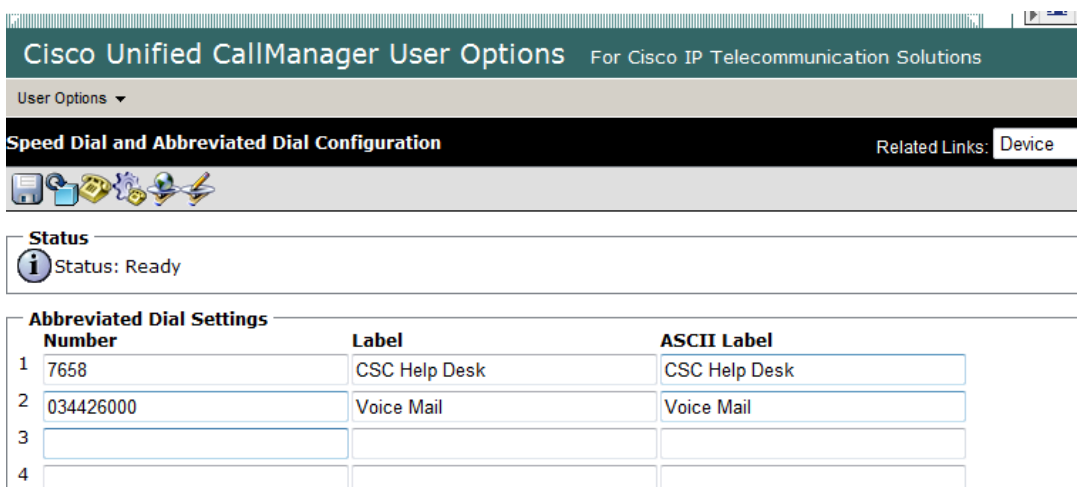
Select "User Options" and then "Devices"



Click on the "Speed Dials" button:



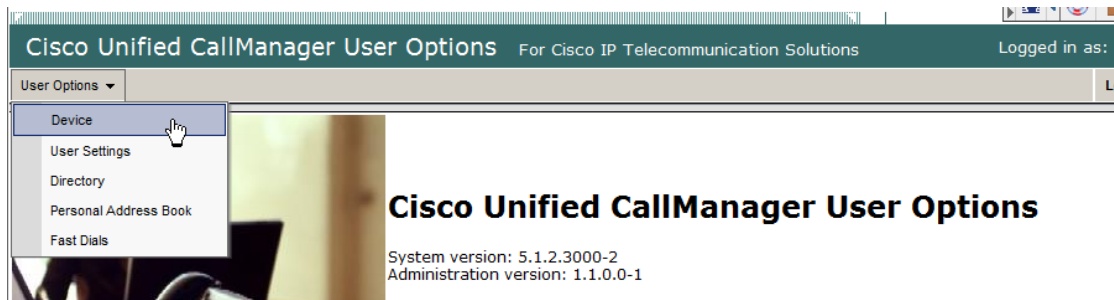
Assign your favorite phone number and description to the desired "Speed Dial" number:



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.

**Incoming Call Forwarding**


- Forward all calls to
  - Voice Mail
  - This Number
- When the line is busy, forward external calls to
  - Voice Mail
  - This Number
- When the line is busy, forward internal calls to
  - Voice Mail
  - This Number
- When there is no answer, forward external calls to
  - Voice Mail
  - This Number
- When there is no answer, forward internal calls to
  - Voice Mail
  - This Number
- When there is no coverage, forward internal calls to
  - Voice Mail
  - This Number
- When there is no coverage, forward external calls to
  - Voice Mail
  - This Number

**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.

