



ANGELO STATE UNIVERSITY CISCO CALLMANAGER USER OPTIONS WEB PAGE

You can access the CCM User Options Web Page to customize your phone.

LOGGING ON TO THE CCM USER PAGE

1. Access the internet
2. Enter URL <https://operator.angelo.local/ccmuser>
 - You will be prompted to continue to the web site and should select, Yes.
 - The Cisco Communications Manager User Options Log On page appears.
3. Enter your User ID
4. Enter your password
5. Click Login

A screenshot of the Cisco Unified CM User Options login page. The page has a dark blue header with the Cisco logo and the text 'Cisco Unified CM User Options For Cisco Unified Communications Solutions'. Below the header, there is a white login form with fields for 'Username' and 'Password', and 'Login' and 'Reset' buttons. To the right of the form is a background image of a server room. Below the form, there is a copyright notice and several lines of legal disclaimer text.

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For information about Cisco Unified Communications Manager please visit our [Unified Communications System Documentation](#) web site.

For Cisco Technical Support please visit our [Technical Support](#) web site.

CHANGE YOUR PIN

1. Select User Options
2. Select User Settings
3. Enter your Current PIN
4. Enter your new PIN in the new PIN box and the confirm PIN box
5. Click Save

CONFIGURE YOUR PERSONAL ADDRESS BOOK AND FAST DIALS IP PHONE SERVICES

Your personal address book is a directory of extensions available on your phone. You add entries to the personal address book through the Cisco Call Manager User Options web page. Once an entry has been added to your personal directory, you can add it directly to your Fast Dials. Fast Dials is a listing of speed dial numbers available on your phone. Fast Dials provides access for up to 99 stored speed dials providing much more complete speed dial capability than what is available using the speed dial buttons.

1. Select User Options
2. Select Device
3. Select the Name of the device you would like to configure
4. Select Phone Services from the menu options
5. Click on the Fast Dial service
6. In the User ID field, type your User ID
7. In the User PIN field, type the PIN you just changed
8. Click on the Save button
9. Click the button to return to the services list
10. Repeat the process for the Personal Directory Service

PERSONAL ADDRESS BOOK

1. Select User Options and then select Personal Address Book
2. Select Add New
3. Complete entries as desired
4. Click Save

Search for a User

1. Search based on first name, last name, or nick name
2. Click Find

Edit Entries

1. Click on the entry to edit and make changes
2. Click Save

FAST DIALS

Add a New Fast Dial Entry

1. Select User Options and then select Fast Dials
2. Click Fast Dials
3. Click Add New to add a new entry

The screenshot shows the Cisco Unified CM User Options interface. The main content area is titled "Find and List Personal Address Book Entries". It includes a toolbar with "Add New", "Select All", "Clear All", and "Delete Selected" buttons. Below the toolbar, a status bar indicates "8 records found". The main table is titled "Personal Address Book (1 - 8 of 8)" and has a "Rows per Page" dropdown set to 50. The table has columns for "Nick Name", "First Name", and "Last Name". The entries are as follows:

	Nick Name	First Name	Last Name
<input type="checkbox"/>	Bays, Ryan	Ryan	Bays
<input type="checkbox"/>	Grover Jones	Grover	Jones
<input type="checkbox"/>	Marci Mayes	Marci	Mayes
<input type="checkbox"/>	Pam Burns	Pam	Burns
<input type="checkbox"/>	Patrick Dierschke	Patrick	Dierschke
<input type="checkbox"/>	Stefanie Garcia	Stefanie	Garcia
<input type="checkbox"/>	Tami Bays	Tami	Bays
<input type="checkbox"/>	VIP Repair	VIP Repair	Verizon

At the bottom of the table, there are buttons for "Add New", "Select All", "Clear All", and "Delete Selected".

4. Type in the fast dial number (order in which the fast dials will appear) and phone number in the appropriate fields

5. To use an entry from your personal address book, select the entry from the options shown. If an entry is already in your fast dials you will not be able to add it a second time.
6. Click Save

Cisco Unified CM User Options
 For Cisco Unified Communications Solutions

 rbays | About | Logout

User Options ▾

Fast Dials Phone Book Configuration

 Related Links: [Back To Find/List](#)

Status

 8 records found

Personal Address Book Entry Selection (1 - 8 of 8)

 Rows per Page 50 ▾

Find Personal Address Book Entry Selection where Nick Name ▾ begins with ▾

Nick Name ^	First Name	Last Name	Mobile Phone	Work Phone	Home Phone
Bays, Ryan	Ryan	Bays	2334*6220	1(972) 729-5903	6220
Grover Jones	Grover	Jones	1(214) 952-5568	1(972) 729-5903	
Marci Mayes	Marci	Mayes	1(210) 473-3376	1(210) 357-2558	
Pam Burns	Pam	Burns	1(972) 834-6685	1(972) 729-7841	
Patrick Dierschke	Patrick	Dierschke		2106	
Stefanie Garcia	Stefanie	Garcia		1(972) 729-7769	
Tami Bays	Tami	Bays	(325) 374-4880	(325) 949-5722	(325) 716-4790
VIP Repair	VIP Repair	Verizon		1(800) 483-8860	

Fast Dial Entry
 Fast Dial*
 Phone Number

SETTING UP CALL FORWARD

1. Select User Options, then select Device
2. Select the name of the device you would like to setup a forward for
3. Select the Line Settings button, then select the line you would like to forward
4. Check the Voice Mail option radio button **or** Enter a forwarding number
5. Click Save

The screenshot shows the 'Incoming Call Forwarding' configuration page in the Cisco Unified CM User Options interface. The page title is 'Cisco Unified CM User Options' and the subtitle is 'For Cisco Unified Communications Solutions'. The user is logged in as 'rbays'. The page is titled 'Line Settings Configuration' and shows 'Line: 6220 - Line 1'. The 'Incoming Call Forwarding' section has several options:

- 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:

ADD/UPDATE YOUR SPEED DIALS

You will have a Speed Dial entry space in CCM User for each **“available”** line key on your phone.

1. Select User Options, then select Device
2. Select the name of the device you would like to modify the speed dials for
3. Select Speed Dials from the menu options
4. Enter the label and number for the speed dials as appropriate
5. Click Save

The screenshot shows the 'Speed Dial and Abbreviated Dial Configuration' page in the Cisco Unified CM User Options interface. The page title is 'Cisco Unified CM User Options' and the subtitle is 'For Cisco Unified Communications Solutions'. The user is logged in as 'rbays'. The page is titled 'Speed Dial and Abbreviated Dial Configuration' and shows 'Related Links: Device'. The 'Speed Dial Settings' section has a table with the following data:

Number	Label	ASCII Label
1	2071	Police
2		

Below the table are buttons for 'Save', 'Reset', 'Device', 'Line Settings', 'Phone Services', and 'Service URL'. A note at the bottom states: '* - indicates required item.'