

Cisco Call Manager User Options

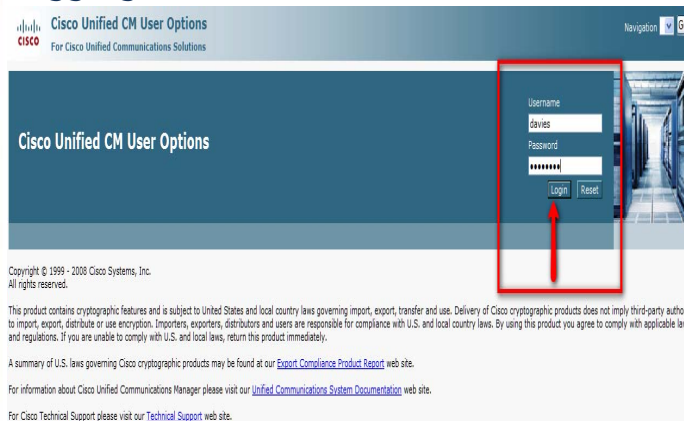
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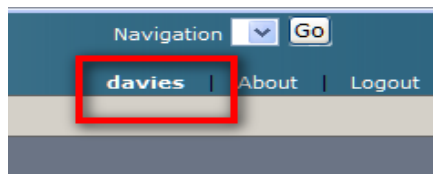
What does the website do and what is the URL for the website?

Cisco's Unified CM (Call Manager) User Options website allows the user to define and/or change some of options on his or her phone, such as passwords, Speed Dials, Fast Dials, forwarding, etc. Additions or changes to the Personal Directory can also be made from this site. Click <http://www.xavier.edu/myphone> to enter the website. **NOTE: If you are off-campus or accessing the Call Manager from another Xavier computer, you must first log in to the VPN (<https://accessto.xavier.edu>).**

Logging in to the Website

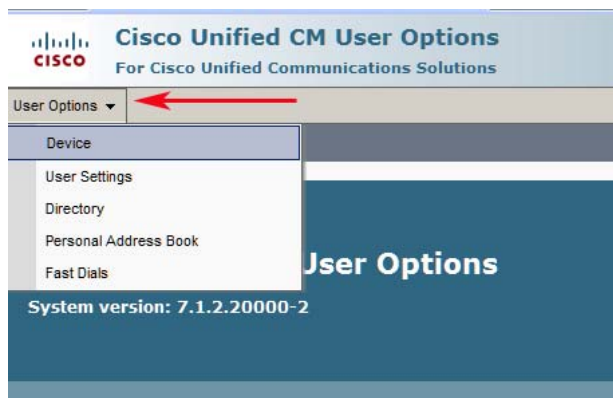


1. Enter your Xavier username and password.
2. Click on **Login**.
3. You will now see your name at the top right hand side of the webpage.



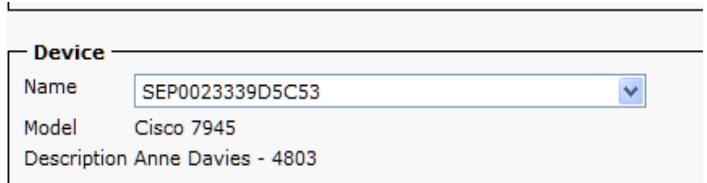
User Options—Menu

To access the **User Options**, click on the button on the left-hand side of the page.

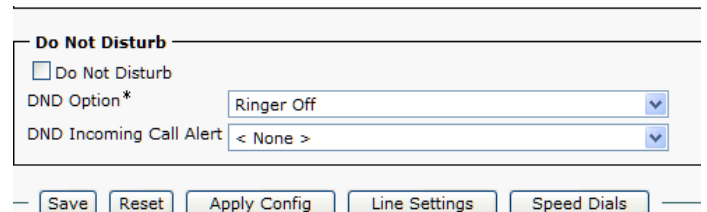


User Options: Device Configuration —Status & Device

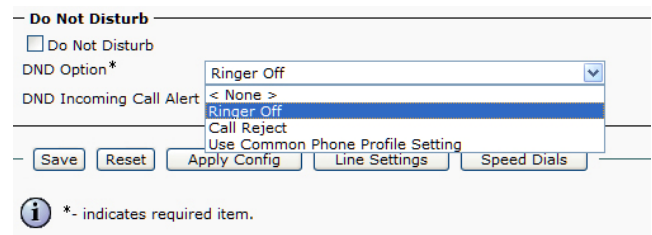
1. From the **User Options** drop-down list, select **Device**.
2. You are now at the Device Configuration Page. From here, the available options are: **Save**, **Reset**, **Apply Config**, **Line Settings** and **Speed Dials**.
3. You can also see the status of your phone, the name of your device, the model and your own name and extension.



User Options: Device Configuration —Do Not Disturb



There is a **DND** (Do Not Disturb) soft key option on your phone. When you select this, the audible ringer will not sound with incoming phone calls. You can choose here what kind of DND notifications you want when you have an incoming call.



1. The **Do Not Disturb** options within the **User Options/Device Configuration** settings allow you to select three different options: **The Ringer Off**, **Call Reject**, or **Use Common Phone Profile Setting**. The default is **Ringer Off**.
2. **DND Incoming Call Alert** allows you to choose between: **None**, **Disable**, **Flash only**, **Beep only**. The default is **None**.



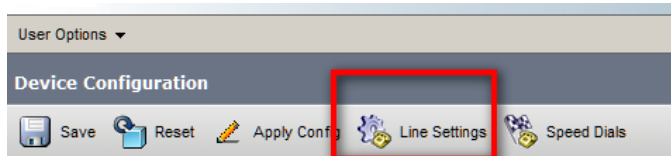
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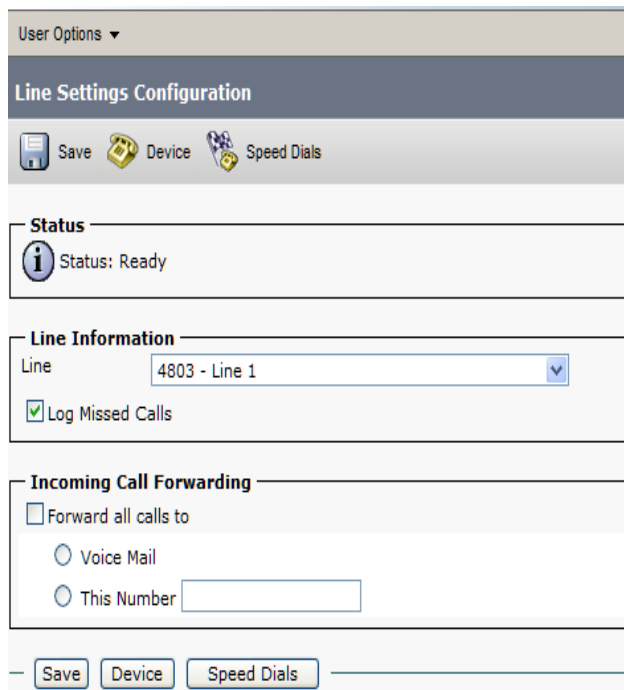


User Options: Device Configuration —Line Settings

1. Under **User Options**, select **Device** and then select **Line Settings**.



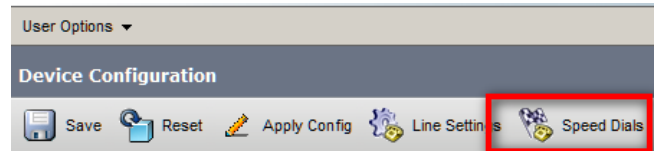
2. Line Settings give a telephone extension number for each line that is programmed into the phone. If you have a 6-button phone, it will show up to six different lines with their extensions.



3. By checking the **Log Missed Calls** box, your missed calls will be displayed on your phone display.
4. You can forward all calls by pressing **CFwdALL** on your phone or by using the **Incoming Call Forwarding** option under the Line Settings Configuration.
5. Click on the checkbox if you want to forward all calls, and then select either the **Voice Mail** radio button or type in a phone number in the **This Number** text box.
6. Click on the **Save** button to save your Line Settings changes.

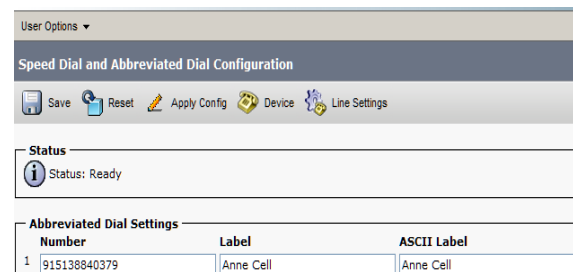


User Options: Device Configuration —Speed Dials



You can create as many as 99 Speed Dials to be used to quickly dial the phone numbers that you frequently call. To set up your Speed Dials....

1. Under **User Options**, select **Device** and then select **Speed Dials**.
2. Under the Abbreviated Dial Settings, enter the phone number and then give the number a label. Be sure to enter a 9 before you enter an external number.
3. The system automatically applies the same label to the **ASCII Label** field.



4. When you are finished entering the desired abbreviated dial settings, click on the **Save** icon to save your changes.
 5. Click the **Apply Config** button in the **Speed Dial and Abbreviated Dial Configuration** toolbar to apply the changes to your phone.
 6. An **Apply Configuration** dialog box will be displayed confirming the device you are configuring. Click the **OK** button to confirm the changes, or the **Cancel** button to cancel.
 7. If you clicked **OK** to confirm the changes, the text on your LCD screen will briefly disappear. Then the word **“Registering”** will flash very quickly in the bottom left-hand corner of your screen will change briefly to before your LCD screen returns to its previous state. This indicates that your changes have been made.
 8. To make a call using the speed dials, press the desired speed dial number on the keypad, then click on the **AbbrDial** softkey that will appear on your phone. The telephone number that you have programmed in for that speed dial will show on the phone display and the phone will immediately start calling that number using the speaker.
 9. If you leave your handset on hook, your speaker will be automatically activated when you hit the **AbbrDial** softkey. To turn off the speaker, you can just pick up the handset and talk to the person you just called.
- NOTE:** The **AbbrDial** softkey does not appear if you lift up the handset before hitting the speed dial number on the keypad.

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User Options: User Settings

The **User Settings** option allows you to change the PIN number that is needed to access the Personal Directory from your phone. To access the **User Settings...**

1. Under **User Options**, select **User Settings**.

User Settings Configuration

Save

Status
Status: Ready

Phone PIN
Current PIN: ●●●●
New PIN: ●●●●
Confirm PIN: ●●●●

Save

2. Enter your **Current PIN** number, then your **New PIN** number. Re-type your new pin number in the **Confirm PIN** field, and then click on the **Save** button.
3. Your new pin number will now work on your phone when you need to access your personal directory.

NOTE: The default pin number for everyone when they receive their new phone should be 1397. There have been several cases where this pin number does not work from the phone when the user first receives it. However, we have been able to reset the pin number by entering 1397 in the **Current PIN** field (even though it doesn't work from the phone), and typing in a new pin number in the **New PIN** and **Confirm PIN** fields.

User Options: Directory

The **Directory** option in the **User Options** drop-down list serves as the link to the Xavier Corporate Directory.

User Options

Find and List Directory Entries

Status: 1965 records found

User(s) (1 - 50 of 1,965)

Find User(s) where Last Name begins with

Last Name*	First Name	User ID	Ext.	LDAP Ext.	Department
Abate	Anne	abate	2278		Management Information Systems
Abel	Susan	abel	2222		Advancement Services
Abu-Rashed	Tamir	rashed	2020		Economics
Adams	Richard	adamar	3152		General Facility Maintenance
Addins	John	addins	1952		Television Center
Adnan	Alina	adnadin			
Adrian	Lisa	adrian	2651		School of Education
Ad	Richard	ad	2922		Management
Ahlik	Stephan	ahlik	2020		Marketing
Akers	Kelly	akersk	2020		CAPS
Akers	Louise	akers	2028		Theology
Albany-Jane	Kelly	albanyjane	2721		Campus Ministry

1. You can search the directory by **Last Name**, **First Name**, **User ID**, **Ext**, or **LDAP Ext**.
2. If you know the extension number, search by **LDAP Ext**.
3. To display the entire directory, leave the search field blank, and click on the **Find** button. The directory will be sorted by whichever field is currently displayed in the field drop-down list. In the example above, the list is sorted by last name.
4. The extensions for some of the secretaries show many names for that extension, as it is the extension that is often used for all adjunct faculty in that department.

User Options: Personal Address Book

The **Personal Address Book** option in the **User Options** drop-down list allows you to add, edit, or delete entries to your Personal Address Book on your phone.

NOTE 1: It is important to add entries to your Personal Address Book before adding any Fast Dials.

User Options

Find and List Personal Address Book Entries

Add New Select All Clear All Delete Selected

Status: 1 records found

Personal Address Book (1 - 1 of 1)

Find Personal Address Book where Nick Name begins with Lynn Find Clear Filter

Nick Name	Lynn
Lynn	Lynn

Add New Select All Clear All Delete Selected

NOTE 2: Names in the Personal Address Book are displayed by **Nick Name**, which is really the same as **Display Name**. It is not possible to duplicate a Nick Name, so if you want to add more than one person with the same first name, you may need to add a last name initial to differentiate them. To add new entries to your Personal Address Book...

1. Click on the **Add New** button.
2. Type in the contact's information, and click the **Save** button.
NOTE: Internal Xavier phone numbers can be entered in the **Work Phone** field as just the 4-digit extension. All external numbers, including Xavier-issued cell phones, must start with a "9" preceding the rest of the phone number.
3. Confirm that the words **Add successful** are displayed under the **Status** heading towards the top of your screen.

Personal Address Book Configuration

Save Delete Add New

Status: Add successful

Edit Entry

First Name: Tom
Last Name: Smith
Nick Name*: TomS
Email: smithtr@xavier.edu
Home Phone:
Work Phone: 8888
Mobile Phone: 95135551234

Save Delete Add New

4. To return to the Personal Address Book Find/List screen, either select the **Personal Address Book** option from the **User Options** drop-down list, or click on the **Go** button next to the **Related Links** field in the upper, right-hand corner of the **Personal Address Book Configuration** screen.

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User Options: Fast Dials

Fast Dials will save you some steps when placing a call to someone listed in your Personal Directory. Before you set up a new Fast Dial, make sure you have already added the desired contact to your Personal Address Book. To set up a Fast Dial for a particular contact....

1. Under **User Options**, select **Fast Dials**.
2. Click the **Add New** button.
3. Under the **Personal Address Book Entry Selection** section towards the top of the window, either search for the contact you would like to create the Fast Dial for, or leave the search field blank and click on the **Find** button to display your entire Personal Address Book....

Nick Name ^	First Name	Last Name	Mobile Phone	Work Phone	Home Phone
TomA	Tom	Alexander	92224322	96874523	92224321
TomB	Tom	Brown	95134556789	95132618850	95134556788

4. From your Personal Address Book list, select on the phone number for which you want to set up the Fast Dial. You can either select the **Mobile Phone** number, the **Work Phone** number, or the **Home Phone** number.
5. As soon as you click on the desired phone number, the next available Fast Dial number will be assigned and will appear in the **Fast Dial*** field. The phone number you selected will appear in the **Phone Number** field.

Nick Name ^	First Name	Last Name	Mobile Phone	Work Phone
TomA	Tom	Alexander	92224322	96874523
TomB	Tom	Brown	95134556789	95132618850

6. Click the **Save** button to save your new Fast Dial number.

Using Fast Dials on your Phone

Once you have set up a Fast Dial from the **Cisco Call Manager User Options**, you can use the Fast Dials directly from your phone....

1. Click on the Directories button on your phone. This is the button with the picture of an open book.
2. Scroll down until you get to the **Personal Directory**. Select the directory by pressing the **Select** soft key.
3. Scroll down to the **Personal Fast Dials** option by using the down arrow on your Navigation Key.
4. Press the **Dial** soft key displayed on your phone screen in order to dial the Fast Dial number.

NOTE: The nickname from your Personal Directory will be preceded by a "W", "H", or "M" to reflect whether the fast dial number is a work, home, or mobile number.

