

Set call forwarding options	Choose Line Settings > Call Forward , and set the options for call forwarding.
Set do-not-disturb options	Choose Phone Settings > Do Not Disturb , then check the Enable Do Not Disturb check box and choose the do-not-disturb option.
Set the location for your work environment	Choose Phone Settings > Locale , then choose your work location.
Set the phone MAC address	Choose Phone Settings > General , then enter the MAC address.
Set up caller ID information	Choose Line Settings > Caller ID , then enter the caller ID information to be displayed.
Set up speed dial numbers	Choose Phone Settings > Speed Dial , then click Add to add a number.

For more information, see Cisco Prime Unified Provisioning Manager 9.0BE documentation on [cisco.com](http://www.cisco.com):

http://www.cisco.com/en/US/products/ps7125/tsd_products_support_series_home.html



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OL-26974-01



SELF-CARE QUICK REFERENCE



Cisco Prime Unified Provisioning Manager 9.0BE

Self-Care Quick Reference

Phone Carousel

Configuring the Correct Phone or Profile and Line

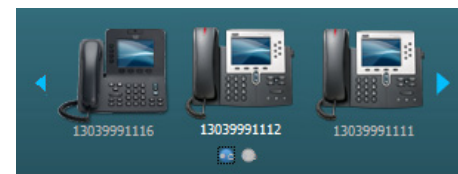
Phone Settings / Extension

Mobility / Single Number Reach

Line Settings

User Settings

Common Self-Care Tasks



Phone Carousel

In the phone carousel, click the phone or service profile that you want to customize in the Self-Care portal.

The Self-Care menu options and line settings reflect the selected phone or service profile.

Configuring the Correct Phone or Profile and Line

Make sure that you configure the correct phone or profile and line:

1. In the phone carousel, select the phone or profile you want to configure.
2. For each option in Line Settings, make sure you select the line you want to configure.



Phone Settings / Extension Mobility / Single Number Reach

The name displayed depends on whether you selected a phone or a service profile.

Settings for each phone or profile:

General	Update your phone MAC address, or view your phone model or usage profile.
Speed Dials	Add phone numbers for speed dialing.
Do Not Disturb	<ul style="list-style-type: none">• Enable or disable the Do Not Disturb feature.• Select the action to be taken if an incoming call arrives while the Do No Disturb feature is enabled.
Locale	Select your work locale for time and language support.
Music On Hold	Select the source of the music to be played when you place a call on hold.
Others	Enable or disable the following options: <ul style="list-style-type: none">• Speakerphone• Speakerphone and headset• Video calls• PC Port use• Extension Mobility
Alternate Number Configuration	For single number reach, specify additional numbers where you can be reached.



Line Settings

Settings for each line of the selected phone or profile:

Call Forward	<ul style="list-style-type: none">• Set default call-forwarding options.• Customize call-forwarding for external or internal incoming calls.
Caller ID	Configure caller ID options.
Notification	Set audio and visual options for incoming calls and notification of messages.
Music On Hold	Select the source of the music to be played when you place a call on hold.



User Settings

Your settings:

Information	<ul style="list-style-type: none">• Update your name.• Enter your email address.• Select your primary phone.
Password	Update your password for your phone, voice mail, or Self-Care.
PIN	Update your personal identification number for your phone or voice mail.

Common Self-Care Tasks

Change a password	Choose User Settings > Passwords .
Change a PIN	Choose User Settings > PIN .
Disable use of a speakerphone	Choose Phone Settings > Others , then check the Disable Speakerphone check box.
Enable extension mobility for the phone	Choose Phone Settings > Others , then check the Cisco Extension Mobility check box.
Enable video calls	Choose Phone Settings > Others , then check the Enable Video check box.
Forward calls	Choose Line Settings > Call Forward , then set the options for forwarding incoming calls.
Provide email information	Choose User Settings > Information , and enter your email address.
Select a different phone as your primary device.	Choose User Settings > Information , and choose the preferred device from the Primary Device drop-down list.
Select call and message notifications	Choose Line Settings > Notification , then choose the notification options for incoming calls and messages.
Select the source for music for calls on hold	Choose Phone Settings > Music On Hold , then choose the audio source to use when you place a call on hold.