



# Managing Contacts in Cisco Unity Connection 10.x

A contact is a type of user who does not have access to any Cisco Unity Connection features such as voice messaging. A contact can represent a person in your company who has a voicemail account on another system, or a customer or vendor who does not need a voice mailbox, but who frequently communicates with Connection users.

See the following sections for detailed information:

- [How Contacts Are Used in Cisco Unity Connection 10.x, page 10-1](#)
- [Creating, Modifying, and Deleting Contact Templates in Cisco Unity Connection 10.x, page 10-2](#)
- [Creating, Modifying, and Deleting Contacts in Cisco Unity Connection 10.x, page 10-3](#)
- [Creating or Changing Alternate Names for Contacts in Cisco Unity Connection 10.x, page 10-5](#)
- [SMTP Proxy Addresses in Cisco Unity Connection 10.x, page 10-5](#)

## How Contacts Are Used in Cisco Unity Connection 10.x

If you have staff, vendors, or partners who do not have mailboxes on the system, but need to communicate with users, we recommend that you create contacts for them. Administrator-defined contacts are available to all users, unlike user-defined contacts that would need to be set up individually for each user. In addition, users are able to add the contacts to their personal call routing rules and caller groups, and can use voice commands to call the contacts. Also, if the contact information changes, you update it in only one place. Note the following details:

- **VPIM Messaging**—Administrator-defined contacts can be configured for VPIM messaging. These contacts represent users on other VPIM-compatible voice messaging systems. When contacts have been set up to represent the VPIM users, Connection users can send and receive messages to and from the VPIM users on the other voice messaging systems.
- **Directory Access**—When you create contacts in Cisco Unity Connection Administration and enable them to be listed in the directory, they can then be accessed by users from the Connection directory. This allows callers to transfer to the extension of the contact.
- **Name Dialing Access**—Users have the ability to quickly and easily place phone calls to contacts when using the user speech recognition conversation—as long as the contact has transfers enabled.
- **Personal Call Transfer Rules**—Users can add other users, administrator-defined contacts, and user-defined contacts to their personal call transfer rules and caller groups.

# Creating, Modifying, and Deleting Contact Templates in Cisco Unity Connection 10.x

Each contact that you add in Cisco Unity Connection is based on a contact template. Settings from the template are applied to the contacts as the contacts are created. Connection includes one predefined contact template, which you can modify. You can also create new templates.

If Connection has more than one partition defined or is configured for VPIM Networking, you may want to create a contact template for each partition, or for each VPIM location.

See the following procedures:

- [To Create a Contact Template, page 10-2](#)
- [To Modify a Contact Template, page 10-2](#)
- [To Delete a Contact Template, page 10-2](#)

## To Create a Contact Template

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- Step 1** In Cisco Unity Connection Administration, expand **Templates**, then select **Contact Templates**.
- Step 2** On the **Search Contact Templates** page, select **Add New**.
- Step 3** On the **New Contact Template** page, enter an alias and display name.
- Step 4** If the contact template will be used for VPIM contacts, in the **Delivery Location** list, select the applicable delivery location.
- Step 5** Select **Save**.
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## To Modify a Contact Template

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- Step 1** In Cisco Unity Connection Administration, expand **Templates**, then select **Contact Templates**.
- Step 2** On the **Search Contact Templates** page, select the display name of the contact template that you want to modify.



**Note** If the contact template that you want to modify does not appear in the search results table, set the applicable parameters in the search fields at the top of the page, and select **Find**.

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- Step 3** On the **Edit Contact Template Basics** page, change settings, as applicable. (For field information, on the Help menu, select **This Page**.)
- Step 4** When you have finished changing settings on the **Edit Contact Template Basics** page, select **Save**.
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## To Delete a Contact Template

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- Step 1** In Cisco Unity Connection Administration, expand **Templates**, then select **Contact Templates**.
- Step 2** On the **Search Contact Templates** page, check the check box next to the display name of the contact template that you want to delete.

- Step 3** Select **Delete Selected**.
- Step 4** Select **OK**.
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## Creating, Modifying, and Deleting Contacts in Cisco Unity Connection 10.x

When you have created contact templates, you are ready to create or modify contacts manually. See the following procedures:

- [To Create a Contact, page 10-3](#)
- [To Modify a Contact, page 10-4](#)
- [To Modify Multiple Contacts in Bulk Edit Mode, page 10-4](#)
- [To Delete a Contact, page 10-4](#)

**Note**

In addition to manually creating, modifying, and deleting VPIM contacts, you can configure Cisco Unity Connection to automatically update records in the VPIM contact directory based on information contained in incoming VPIM messages. For details see the “Customizing VPIM Contact Directory Update Settings” section in the “[VPIM Networking in Cisco Unity Connection 10.x](#)” chapter of the *Networking Guide for Cisco Unity Connection Release 10.x*, at [http://www.cisco.com/en/US/docs/voice\\_ip\\_comm/connection/10x/networking/guide/10xcucnetx.html](http://www.cisco.com/en/US/docs/voice_ip_comm/connection/10x/networking/guide/10xcucnetx.html).

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### To Create a Contact

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- Step 1** In Cisco Unity Connection Administration, select **Contacts**.
- Step 2** On the **Search Contacts** page, select **Add New**.
- Step 3** On the **New Contact** page, enter settings as applicable. (For field information, on the Help menu, select **This Page**.)



**Note** Fields marked with \* (an asterisk) are required.

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- Step 4** Select **Save**.
- Step 5** On the **Edit Contact Basics** page, continue entering settings for the contact. (For field information, on the **Help** menu, select **This Page**.)
- Step 6** When you have finished entering settings on the **Edit Contact Basics** page, select **Save**.
- Step 7** On the **Edit** menu, select any (or all) of the following related pages, to continue adding applicable settings to the new contact:
- **Alternate Names**
  - **SMTP Proxy Addresses**
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### To Modify a Contact

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- Step 1** In Cisco Unity Connection Administration, select **Contacts**.
- Step 2** On the **Search Contacts** page, select the alias of the contact that you want to modify.
-  **Note** If the contact that you want to modify does not appear in the search results table, set the applicable parameters in the search fields at the top of the page, and select **Find**.
- Step 3** Change settings on the page, as applicable. When you have finished changing settings on the **Edit Contact Basics** page, select **Save**.
- Step 4** On the **Edit** menu, select the applicable page to continue modifying settings for the contact. If you change any of the settings on these pages, select **Save** before leaving the page.
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### To Modify Multiple Contacts in Bulk Edit Mode

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- Step 1** In Cisco Unity Connection Administration, select **Contacts**.
- Step 2** On the **Search Contacts** page, check the applicable contact check boxes, and select **Bulk Edit**.  
If the contacts that you want to edit in bulk do not all appear on one **Search** page, check all applicable check boxes on the first page, then go to the next page and check all applicable check boxes, and so on, until you have selected all applicable contacts. Then select **Bulk Edit**.
- Step 3** To make a change to a setting, check the check box to the left of the field name to select it, and then set the field as usual. (For field information, on the Help menu, select **This Page**.)
- Note** The **Status** message at the top of the **Edit Contact Basics** page tells you how many contact accounts are being edited. Also note that the page is populated only with the fields that you are allowed to edit in bulk mode.
- Step 4** If applicable, set the **Bulk Edit Task Scheduling Fields** to schedule the **Bulk Edit** operation for a later date and/or time.
- Step 5** Select **Submit**.
- Step 6** If applicable, continue modifying settings for the contacts on the SMTP Proxy Addresses page. See the [“To Configure SMTP Proxy Addresses for Contacts in Bulk Edit Mode” procedure on page 10-6](#).
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### To Delete a Contact

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- Step 1** In Cisco Unity Connection Administration, select **Contacts**.
- Step 2** On the **Search Contacts** page, check the check box next to the alias of the contact that you want to delete.
-  **Note** If the contact that you want to delete does not appear in the search results table, set the applicable parameters in the search fields at the top of the page, and select **Find**.
- Step 3** Select **Delete Selected**.

**Step 4** In the dialog box that opens, asking you to confirm the deletion, select **OK**.

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## Creating or Changing Alternate Names for Contacts in Cisco Unity Connection 10.x

Alternate names are different versions of a name than what is listed in the corporate directory. Cisco Unity Connection considers these names when a caller uses voice recognition to place a call. For example, if a caller asks Connection to dial “Mary Jameson,” which was the maiden name of Mary Brown, Connection references this information and connects the caller to this user. For details on using alternate names for users or contacts, see the “[Alternate Names in Cisco Unity Connection 10.x](#)” section on page 4-82.

## SMTP Proxy Addresses in Cisco Unity Connection 10.x

Cisco Unity Connection uses SMTP proxy addresses to map the recipients of an incoming SMTP message that is sent by a user from an IMAP client to the appropriate user or VPIM contact. If users use IMAP clients to send, reply to, or forward messages to VPIM contacts on the Connection server, you should configure each VPIM contact with any SMTP address that users might use to address to that contact from their IMAP clients.



### Note

Contacts that are not associated with a VPIM location cannot receive SMTP messages that are sent from IMAP clients through the Connection server; when this type of contact is included as a message recipient, Connection handles the message to that recipient according to the option selected for the System Settings > General Configuration > When a Recipient Cannot Be Found setting.

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For details on setting up Connection so that users can use IMAP clients to send, forward, or reply to messages through the Connection server, see the “[Configuring IMAP Settings in Cisco Unity Connection 10.x](#)” chapter of the *System Administration Guide for Cisco Unity Connection Release 10.x*, at [http://www.cisco.com/en/US/docs/voice\\_ip\\_comm/connection/10x/administration/guide/10xcucsagx.html](http://www.cisco.com/en/US/docs/voice_ip_comm/connection/10x/administration/guide/10xcucsagx.html).

Do the applicable procedure:

- [To Configure SMTP Proxy Addresses for Contacts, page 10-5](#)
- [To Configure SMTP Proxy Addresses for Contacts in Bulk Edit Mode, page 10-6](#)

### To Configure SMTP Proxy Addresses for Contacts

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**Step 1** In Cisco Unity Connection Administration, select **Contacts**.

**Step 2** On the **Search Contacts** page, select the alias of the applicable contact.



### Note

If the contact does not appear in the search results table, set the applicable parameters in the search fields at the top of the page, and select **Find**.

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- Step 3** On the **Edit Contact Basics** page, on the **Edit** menu, select **SMTP Proxy Addresses**.
- Step 4** On the **SMTP Proxy Addresses** page, select **Add New**.
- Step 5** In the **SMTP Proxy Addresses** table, enter an address in the **SMTP Proxy Address** column.
- Step 6** Repeat [Step 4](#) and [Step 5](#) for each address that you want to add.
- Step 7** When you are done adding addresses, select **Save**.
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#### To Configure SMTP Proxy Addresses for Contacts in Bulk Edit Mode

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- Step 1** In Cisco Unity Connection Administration, select **Contacts**.
- Step 2** On the **Search Contacts** page, check the applicable contact check boxes, and select **Bulk Edit**.  
If the contacts that you want to edit in bulk do not all appear on one **Search** page, check all applicable check boxes on the first page, then go to the next page and check all applicable check boxes, and so on, until you have selected all applicable contacts. Then select **Bulk Edit**.
- Step 3** On the **Edit Contact Basics** page, on the **Edit** menu, select **SMTP Proxy Addresses**.
- Step 4** Select **Append SMTP Proxy Addresses** or **Override SMTP Proxy Addresses**, as follows:
- **Append SMTP Proxy Addresses**—To add SMTP Proxy Addresses for each of the contacts, when the contacts currently do not have SMTP Proxy Addresses set.
  - **Override SMTP Proxy Addresses**—To replace SMTP Proxy Addresses that are currently set for the contacts with new SMTP Proxy Addresses.
- Step 5** On the **SMTP Proxy Addresses** page, select **Add New**.
- Step 6** In the **SMTP Proxy Addresses** table, enter an address in the SMTP Proxy Address column. You can use any or all of the following replaceable tokens to construct the SMTP Proxy Addresses:
- **%FirstName%**
  - **%LastName%**
  - **%Alias%**
  - **%Extension%**
- For example, if you enter **%Alias%@company.com** in the SMTP Proxy Address column, the SMTP Proxy Address for each contact will be made up of the Alias of the contact followed by **@company.com**.
- Step 7** Repeat [Step 5](#) and [Step 6](#) for each address that you want to add.
- Step 8** If applicable, set the **Bulk Edit Task Scheduling Fields** to schedule the **Bulk Edit** operation for a later date and/or time.
- Step 9** Select **Submit**.
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