

# **Changing Your Personal Preferences**

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### **About Personal Preferences**

Personal preferences control the information about you as a user on Cisco Unity Connection and some of the choices you make for interacting with the system.

## **Adding Alternate Spellings of Your Name**

If your name is entered using non-Roman alphabet characters (for example, Kanji characters), you can enter an alternate spelling of your name using the Roman alphabet. Entering an alternate spelling enables Cisco Unity Connection to identify you if another user or an outside caller tries to call you using voice recognition.

#### To Add An Alternate Spelling of Your Name

- **Step 1** In the Cisco Unity Assistant, from the Preferences menu, click **Personal**.
- **Step 2** On the Personal Options page, under Name, enter an alternate spelling of your name in the Alternate Spelling of First Name or Alternate Spelling of Last Name fields.
- **Step 3** You can use the characters A-Z, a-z, and 0-9.
- Step 4 Click Save.

### **Changing Your Recorded Name**

Your recorded name plays with messages that you leave for other users and identifies you in the directory. It also plays with any of your greetings that use system recordings instead of your own recordings.



Other Cisco Unity Connection users do not hear your alternate greeting when they send messages to you by phone. Whenever you enable your alternate greeting, consider changing your recorded name to include information that you are out of the office.

#### **To Change Your Recorded Name**

Step 1	In the Cisco Unity Assistant, from the Preferences menu, click Personal.
Step 2	On the Personal Options page, click Play/Record.
Step 3	On the Media Master, click Record and record your name.
Step 4	When you finish recording, click <b>Stop</b> .
Step 5	Click Save.

### Adding Alternate Names for Yourself

You can set Cisco Unity Connection to recognize you by one or more alternate names that you specify. Alternate names are different from the version of your name listed in the directory.

Connection recognizes common nicknames, such as Bill for William and Cathy for Catherine. However, consider adding alternate names for yourself in the following situations, to help callers reach you successfully when they ask for you by name:

- You are known by an uncommon nickname. (For example, your name is William but you use the nickname Buddy.)
- You are known by additional names. (For example, a middle name or a maiden name.)
- Your name is not pronounced the way it would be read. (For example, your name is Janet and is pronounced Jah-nay. You would add the pronunciation spelling "Jahnay" as an alternate name.

#### To Add An Alternate Name for Yourself

- Step 1 In the Cisco Unity Assistant, from the Preferences menu, click Personal.
- **Step 2** On the Personal Options page, under Alternate Names, enter your alternate names.
- **Step 3** To add more alternate names, click **Add Row** and repeat Step 2.
- Step 4 Click Save.

### **Adding Alternate Devices**

You can add information about other devices that you use—such as a pager, a mobile phone, a home phone, or a phone at another work site—to your Cisco Unity Connection personal preferences. This makes calling Connection from an alternate device more convenient because the system behaves the same way as when you call from your primary extension.

Your Connection administrator may also add alternate devices for you, in addition to your primary extension, and may allow you to do so as well in the Cisco Unity Assistant web tool.

If you set an alternate device to forward to Connection, callers can hear your greeting and leave messages for you in your Connection mailbox, just as they would when dialing your primary extension. (You set forwarding from the device itself, not in Connection.) Note that the phone number must be able to be passed to Connection for the system to recognize the device. Talk to your Connection administrator to learn more.

You can add ten alternate devices and view any administrator-defined alternate devices.

#### To Add an Alternate Device

- **Step 1** In the Cisco Unity Assistant, from the Preferences menu, click **Personal**.
- Step 2 On the Personal Options page, in the Alternate Extension section, in the User Defined Extensions table, enter a description for the device in the Name field. (For example, you might enter "Mobile work phone" or "My personal mobile phone.")
- **Step 3** Enter an extension or phone number up to 30 characters in length in the Number field for the device.

When entering numbers in the User Defined Extensions table, note the following considerations:

- Each alternate device that you add must be unique; Connection will not accept a number that is already assigned to another user (either as a primary extension or alternate device) or to another Connection entity (such as a public distribution list).
- Use digits 0 through 9. Do not use spaces, dashes, or parentheses.
- You may also be able to enter a valid alias for a SIP URL. For example, if the URL is SIP:aabade@cisco.com, enter aabade. Talk to your Connection administrator to learn more.
- **Step 4** To add another device, click **Add Row**, and repeat **Step 2** and **Step 3**.
- **Step 5** Click **Save**. All alternate devices that you entered are enabled.

### **Changing Advanced Settings for Alternate Devices**

There are several advanced settings that can be customized for alternate devices. By default, each alternate device uses the same settings that have been configured for your primary extension.

You can change the settings for each alternate device that you use to call Cisco Unity Connection. For example, you may want to use voice commands as your phone input style when you call from your mobile phone but use the phone keypad when you call from your work phone.

#### To Change Advanced Settings for an Alternate Device

Step 1 In the Cisco Unity Assistant, from the Preferences menu, click Personal.

Step 2 On the Personal Options page, in the Alternate Extension section, in the Advanced Settings column of the User Defined Extensions table, click Edit for the alternate device you want to change. A new browser window opens with Alternate Extension Advanced Settings.
Step 3 In the Setting column, check the check box for each setting that you want to change.
Step 4 In the Alternate Extension Value column, modify the value of the setting(s) to the desired behavior for the alternate device.
Step 5 Click Save.
Step 6 Close the Alternate Extension Advanced Settings browser window.

### **Changing Your Directory Listing Status**

Depending on how Cisco Unity Connection is set up at your organization, you may be able to choose whether to be listed in the directory. When you are listed, callers who do not know your extension can reach you by searching for your name.

#### **To Change Your Directory Listing Status**

- **Step 1** In the Cisco Unity Assistant, from the Preferences menu, click **Personal**.
- **Step 2** On the Personal Options page, in the Directory Listing section, check the **List in Phone Directory** check box to be listed.

Or

Uncheck the List in Phone Directory check box to not be listed.

Step 3 Click Save.