



Changing Your Personal Settings

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About Personal Settings

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

Changing Your Phone Password

Your Cisco Unity Connection phone password protects the privacy of your messages and secures your mailbox from unauthorized access. You can change your phone password at any time.

Follow the security guidelines provided by your Connection administrator when you change your phone password. In general, shorter passwords are easier to use, but longer passwords are more secure, especially when you specify a nontrivial password. A nontrivial password means that:

- The password cannot contain your primary extension or its reverse.
- The password must contain at least three different digits.
- The digits cannot all be consecutive in ascending or descending order (for example, 12345 or 54321).
- A digit cannot be used more than two times consecutively (for example, 14777).
- The password cannot contain repeated groups of three or more digits (for example, 408510408).
- The password cannot be a numeric representation of your first or last name, or the combination of your first and last names. (For example, if your name is John Doe, you could not use a numeric representation of johnd, johndoe, jdoe, doe.)

This section contains two procedures. Do the applicable procedure, depending on whether you are using the phone keypad or voice commands.

To Change Your Phone Password by Using the Phone Keypad

- Step 1** Call and log on to Connection.
- Step 2** At the Main menu, choose the options **Setup Options > Personal Settings > Password**.
- Step 3** Follow the prompts to enter and confirm a new password. Use digits 0 through 9.

To Change Your Phone Password by Using Voice Commands

- Step 1** Call and log on to Connection.
- Step 2** When Connection asks, “What do you want to do,” say:
“**Setup Options.**” (Connection temporarily switches to the phone keypad.)
- Step 3** On the phone keypad, choose the options **Personal Settings > Password**.
- Step 4** Follow the prompts to enter and confirm a new password. Use digits 0 through 9.



Tip To switch back to using voice commands, keep pressing * until you hear the “Voice Command Conversation” prompt.

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.



Tip 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.

This section contains two procedures. Do the applicable procedure, depending on whether you are using the phone keypad or voice commands.

To Change Your Recorded Name by Using the Phone Keypad

- Step 1** Log on to Connection.
- Step 2** At the Main menu, choose the options **Setup Options > Personal Settings > Recorded Name**.
- Step 3** Follow the prompts to record your name or a short message.
To pause or resume recording, press **8**. To end recording, press **#**.

To Change Your Recorded Name by Using Voice Commands

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- Step 1** Log on to Connection.
- Step 2** When Connection asks, “What do you want to do,” say:
“Setup Options.” (Connection temporarily switches to the phone keypad.)
- Step 3** On the phone keypad, choose the options **Personal Settings > Recorded Name**.
- Step 4** Follow the prompts to record your name or a short message.
 To pause or resume recording, press **8**. To end recording, press **#** or stay silent for a few seconds.



Tip To switch back to using voice commands, keep pressing ***** until you hear the “Voice Command Conversation” prompt.

Changing Your Directory Listing Status

You can choose whether to be listed in the directory. When you are listed, callers who do not know your extension can reach you by finding your name in the directory.

This section contains two procedures. Do the applicable procedure, depending on whether you are using the phone keypad or voice commands.

To Change Your Directory Listing Status by Using the Phone Keypad

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- Step 1** Call and log on to Connection.
- Step 2** At the Main menu choose the options **Setup Options > Personal Settings > Directory Listing**.
 Connection tells you whether or not you are listed in the directory.
- Step 3** Follow the prompts to change your listing status.
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To Change Your Directory Listing Status by Using Voice Commands

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- Step 1** Call and log on to Connection.
- Step 2** When Connection asks, “What do you want to do,” say:
“Setup Options.” (Connection temporarily switches to the phone keypad.)
- Step 3** On the phone keypad, choose the options **Personal Settings > Directory Listing**.
- Step 4** Follow the prompts to change your listing status.



Tip To switch back to using voice commands, keep pressing ***** until you hear the “Voice Command Conversation” prompt.
