Changing Your User Preferences

About User Preferences

User preferences 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 PIN

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

Follow the security guidelines provided by your Connection administrator when you change your PIN. 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.)

Changing Your PIN by Using the Phone Keypad

Procedure

Step 1 Call and sign in to Connection.

Step 2 At the Main menu, select the option **Setup Options**, then **Preferences**, and **Password**.

Step 3 Follow the prompts to enter and confirm a new password. Use digits 0 through 9.

Changing Your PIN by Using Voice Commands

Procedure

Step 1 Call and sign in 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, select the option **Preferences**, then **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.

Changing Your Recorded Name by Using the Phone Keypad

Procedure

Step 1 Call and sign in to Connection.

Step 2 At the Main menu, select the option **Setup Options**, then **Preferences**, and **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 **#**.

Changing Your Recorded Name by Using Voice Commands

Procedure

Step 1 Call and sign in 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, select the option **Preferences**, then **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.

Changing Your Directory Listing Status by Using the Phone Keypad

Procedure

Step 1 Call and sign in to Connection.

Step 2 At the Main menu select the option **Setup Options**, then **Preferences**, and **Directory Listing**.
Connection tells you whether or not you are listed in the directory.

Step 3 Follow the prompts to change your listing status.

Changing Your Directory Listing Status by Using Voice Commands

Procedure

Step 1   Call and sign in 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, select the option **Preferences**, then **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.

Changing Your Alternate Devices

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

You can have up to ten alternate devices. Your Connection administrator may also add alternate devices for you, in addition to your primary extension. (When you access the system by phone, Connection does not list administrator-defined alternate devices. You can, however, view them in the Messaging Assistant).

Note   When you sign in from a phone number that is not listed in your alternate devices, Connection may ask whether you want the number added. If you choose to add the number, Connection will recognize it and behave the same way as when you call from your primary extension. If you choose not to add the number, Connection will not ask again about adding it.

You can add or delete alternate devices by phone.

Changing Your Alternate Devices by Using the Phone Keypad

Procedure

Step 1   From a phone that is not your primary extension or an existing alternate device, call and sign in to Cisco Unity Connection.

Step 2   At the Main menu select the option **Setup Options**, then **Preferences**, and **Edit Alternate Devices**.

Step 3   Follow the prompts to add the phone as an alternate device, or to list and delete existing alternate devices.

Changing Your Alternate Devices by Using Voice Commands

Procedure

Step 1   Call and sign in to Cisco Unity Connection.
If you are adding an alternate device, call from a phone that is not your primary extension or an existing alternate device.

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, select the option **Setup Options**, then **Preferences**, and **Edit Alternate Devices**.

Step 4   Follow the prompts to add the phone as an alternate device, or to list and delete existing alternate devices.

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