



## CHAPTER 42

# User Preferences Settings

---



**Tip**

### GUI: Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface

The following information displays when the user clicks **Help** in the Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface.

---

You can use your computer to sign in to the Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface where you can set Reach Me Anywhere, call forwarding, speed dials, your phone PIN for Cisco Extension Mobility, and your password for the Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface. In addition, you can use Cisco Web Dialer to place a call to an extension in the corporate directory.

To sign in to your Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface for the first time, obtain your URL, user ID, and default password from the locale representative that assists you with managing your phone. Open a web browser on your computer and enter the URL. When the sign-in page displays, sign in by entering your user ID and default password.



**Tip**

If the system administrator for your phone has not set up the feature for you, you may not see the settings that are described in [Table 42-1](#). If you encounter any problems, contact the local representative that assists you with managing your phone.

If an upgrade of the system is in progress, you cannot update your user preferences.

---

[Table 42-1](#) describes the tasks that you can perform in the Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface.

**Table 42-1**      **Tasks on the User Preferences Page**

If you want to....	Then do this after you sign in...
<p>Set Reach Me Anywhere</p> <p>Reach Me Anywhere associates other phones, such as a mobile phone, with line 1 from your desk phone. Reach Me Anywhere only works for calls that occur on line 1. When you receive a call on line 1 of your desk phone, all phones ring. When you answer the call on one of the phones, the other phones stop ringing, are disconnected, and display a missed call message.</p>	<ol style="list-style-type: none"> <li>1. Check the <b>Reach Me Anywhere</b> check box.</li> <li>2. Perform one of the following tasks: <ul style="list-style-type: none"> <li>• Enter a phone number that includes an access code, area code, and so on. (For example, enter the phone number as if you were placing a call from your desk phone.)</li> <li>• Select a phone number from the drop-down list box, if a phone number displays. (These phone numbers are the last 5 numbers that you entered for this setting.)</li> </ul> <p>A maximum of five phone numbers can display in the list. The newest number that you entered displays at the top of the list; the oldest phone number displays at the bottom.</p> <p>You can edit a phone number in the list by pressing backspace on your keyboard. If you edit a phone number, the original number continues to display in the list.</p> </li> <li>3. Click <b>Save</b>.</li> </ol> <p>The phone number that displays in the field rings when line 1 on your desk phone receives a call.</p> <p><b>Tip</b> To remove all phone numbers from the list, click <b>Clear History</b>. Then, click <b>OK</b> in the dialog box that displays.</p> <p><b>Tip</b> To turn off Reach Me Anywhere, uncheck the <b>Reach Me Anywhere</b> check box.</p>
<p>Set Forward Calls to</p> <p>Use call forwarding to redirect all incoming calls that arrive on line 1 on your phone to a different phone number on another phone.</p>	<ol style="list-style-type: none"> <li>1. Check the <b>Forward Calls to</b> check box.</li> <li>2. Perform one of the following tasks: <ul style="list-style-type: none"> <li>• Enter a phone number that includes an access code, area code, and so on. (For example, enter the phone number as if you were placing a call from your desk phone.)</li> <li>• Select a phone number from the drop-down list box, if a phone number displays.</li> <li>• Select <b>to Voicemail</b> to forward all calls to voicemail.</li> </ul> </li> <li>3. Click <b>Save</b>.</li> </ol> <p>When your phone receives a call, the call gets redirected to the phone number that displays in the field.</p> <p><b>Tip</b> To remove all phone numbers from the list, click <b>Clear History</b>. Then, click <b>OK</b> in the dialog box that displays.</p> <p><b>Tip</b> To turn off call forwarding, uncheck the <b>Forward Calls to</b> check box.</p>

**Table 42-1**      **Tasks on the User Preferences Page (continued)**

If you want to....	Then do this after you sign in...
<p>Use Cisco Web Dialer to place a call to someone in the corporate directory</p> <p>Cisco Web Dialer allows you to place calls from the Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface. For example, Cisco Web Dialer uses hyperlinked telephone numbers in a corporate directory to allow you to make calls from Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface by clicking on the telephone number (extension) of the person that you are trying to call.</p>	<ol style="list-style-type: none"> <li>1. Click <b>Search directory and place call</b>.</li> <li>2. After the Cisco Web Dialer search page displays, select your search criteria from the Filter drop-down list box. Then, enter the appropriate search text, if applicable.</li> <li>3. Click <b>Go</b>. A list of discovered names displays. To place a call, the Call Extension link must display for the person that you want to call.</li> <li>4. Highlight a phone number from the drop-down list box, if a phone number displays.</li> <li>5. Click <b>Call Extension</b> to dial the extension. The Cisco Web Dialer - Make Call window displays.</li> <li>6. If the extension that is displayed in the Phone Number field is correct, click <b>Dial</b>. Otherwise, edit the number before clicking <b>Dial</b>.</li> <li>7. If you can use Cisco Extension Mobility, you can select <b>Use Extension Mobility</b> from the Calling Device drop-down list box.</li> <li>8. Check one of the following check boxes: <ul style="list-style-type: none"> <li>• <b>Do not display call confirmation</b> - If selected, the Cisco Web Dialer - Make Call window will not display the next time that Cisco Web Dialer is used. Calls will automatically be dialed after clicking on a contact from the Cisco Web Dialer window.</li> <li>• <b>Disable Auto Close</b> - If selected, the Cisco Web Dialer-Make Call window does not close automatically after fifteen seconds.</li> </ul> </li> <li>9. <b>Choose the Preferred language</b> - The specified language gets used for Cisco Web Dialer settings and prompts.</li> <li>10. Click <b>Save</b>.</li> </ol>

**Table 42-1** Tasks on the User Preferences Page (continued)

If you want to....	Then do this after you sign in...
<p>Set your speed dials</p> <p>You can set up to 12 speed-dial lines, although your phones may not support 12 speed-dial lines. The rows where you add speed dials are a prioritized list with the top row being the first speed dial that you want to display on the phone, and so on. The buttons on your phones may be designated for other purposes besides speed dials. If the button on your phone has an extension or text next to it that is not for speed dials, the button has been designated for another purpose.</p> <p>The speed dials that you assign and prioritize apply to all phones that belong to you. Your speed dials may display on Cisco Extension Mobility-enabled phones if you are allowed to use Cisco Extension Mobility.</p>	<ol style="list-style-type: none"> <li>1. Enter the phone label and associated phone number in the rows. In the Phone Label field, enter any characters. In the Phone Number field, enter a phone number that includes an access code, area code, and so on.</li> <li>2. To reorder the speed dials, click the arrows.</li> <li>3. Click <b>Save</b>.</li> </ol> <p><b>Tip</b> To clear the data that you entered for a speed dial, click <b>x</b>. Then, click <b>Save</b>.</p>
<p>Configure your Busy Lamp Feature (BLF)</p> <p>When a speed-dial button is configured to dial an internal number, the speed-dial button light will illuminate when the destination phone is picked up. It remains lit until the other phone goes off hook. As a result, the phone with the speed-dial button can determine if the other party is currently on the phone or not. Using this feature, an attendant can monitor other lines before transferring a call to that line.</p> <p>Certain phone types, such as the Cisco Unified IP Phone 6900 Series, have softkeys on the screen, as opposed to physical buttons on the phone. These on-screen buttons are not compatible with the Busy Lamp Feature (BLF) and therefore do not show the presence of the other party.</p>	<p><b>Note</b> When placing a call, or transferring a call, using speed dials, be aware of the following: if the destination phone has roll-over lines enabled, on-hook/off-hook illumination will apply only to the first appearance of that line on the phone. For example, if the destination number is 5000, and the line 5000 appears multiple times on the destination phone—so that calls roll over from the first appearance to the next when the first appearance is busy—then only that first appearance is monitored. If the user on the destination phone is on a call using the second appearance of 5000, the speed dial notices that the first appearance is not busy and the light may not illuminate to indicate that line 5000 is busy.</p>
<p>Reset your password for the Cisco Unified Communications Manager Business Edition 3000 User Preferences Interface</p>	<ol style="list-style-type: none"> <li>1. Check the <b>Change Password</b> check box.</li> <li>2. Enter a password that does not contain spaces or underscores.</li> <li>3. Re-enter your password and click <b>Save</b>.</li> </ol>

**Table 42-1**      **Tasks on the User Preferences Page (continued)**

If you want to....	Then do this after you sign in...
<p>Reset your phone PIN</p> <p>You enter your phone PIN when you log in to a Cisco Extension Mobility-enabled phone. When you log into a Cisco Extension Mobility-enabled phone, your extension for line 1 displays, and your speed dials may display on the phone.</p> <p>The Phone PIN settings always display, even if your system administrator has not set up Cisco Extension Mobility for you. Before you attempt to use Cisco Extension Mobility, verify with the local representative that manages your phone system that you are allowed to use Cisco Extension Mobility.</p>	<ol style="list-style-type: none"> <li>1. Check the <b>Change Phone PIN</b> check box.</li> <li>2. Enter a PIN that includes the digits 0 through 9.</li> <li>3. Reenter your PIN and click <b>Save</b>.</li> </ol>
Save	After you make your changes, click <b>Save</b> .
Reset	To discard your changes and display the saved data, click <b>Reset</b> .

