

Using the User Options Web Pages

Your Cisco Unified IP Phone is a network device that can share information with other network devices in your company, including your personal computer. You can use your computer to log in to your Cisco Unified CM User Options web pages, where you can control features, settings, and services for your Cisco Unified IP Phone. For example, you can set up speed-dial buttons from your User Options web pages.

Accessing Your User Options Web Pages

This section describes how to log in and select a phone device.

If you want to...	Then do this...
Log in to your User Options web pages	1. Obtain a User Options URL, user ID, and default password from your system administrator. 2. Open a web browser on your computer, enter the URL, and log on. 3. If prompted to accept security settings, click Yes or Install Certificate. The Cisco Unified Communications Manager User Options main web page displays. From this page you can choose User Options to access User Settings, Directory features, a Personal Address Book, and Fast Dials. Or, to access phone-specific options, select a device (see below).
Select a device after logging in	1. After you have logged in to your User Options web pages, choose User Options > Device. The Device Configuration page displays. 2. If you have multiple devices assigned to you, choose the appropriate device (phone model, Extension Mobility profile, or Remote Destination profile) from the Name drop-down menu. Note Toolbar buttons located at the top of the Device Configuration page are specific to the selected device type.
Select a configuration option after logging in	1. After you have logged in to your User Options web pages, choose User Options to access User Settings, Directory, Personal Address Book, Fast Dials, and Mobility Settings. 2. To return to the Device Configuration page from another page, choose User Options > Device.

Configuring Features and Services on the Web

The topics in this section describe how to configure features and services from your User Options web pages after logging in. See [Accessing Your User Options Web Pages, page 65](#).

Using Personal Directory on the Web

The Personal Directory feature set that you can access on your computer consists of:

- A Personal Address Book (PAB)
- Fast Dials
- Cisco Unified Communications Manager Address Book Synchronizer

You can also access the PAB and Fast Dials from your phone. See [Using Personal Directory on Your Phone, page 61](#).

Using Your Personal Address Book on the Web

This section describes how to use your PAB from your User Options web pages.

If you want to...	Then do this after you log in...
Add a new PAB entry	1. Choose User Options > Personal Address Book. 2. Click Add New. 3. Enter information for the entry. 4. Click Save.
Search for a PAB entry	1. Choose User Options > Personal Address Book. 2. Specify search information and click Find.
Edit a PAB entry	1. Search for a PAB entry. 2. Click a name or nickname. 3. Edit the entry as needed and click Save.

If you want to...	Then do this after you log in...
Delete a PAB entry	1. Search for a PAB entry. 2. Select one or more entries. 3. Click Delete Selected.
Assign a line button for PAB	Note Before you can assign a line button for PAB, your system administrator must configure the phone to display services. Contact your system administrator for more information. 1. Choose User Options > Device. 2. Click Service URL. 3. Choose the Personal Address Book service from the Button drop-down list box. 4. Enter a phone label for the button. 5. Click Save. 6. Click Reset and then click Restart to refresh the phone configuration. You can now press the line button to access PAB codes.

Configuring Fast Dials on the Web

This section describes how to assign Fast Dials from your User Options web pages.

If you want to...	Then do this after you log in...
Assign a Fast Dial code to a PAB entry	1. Create a PAB entry. See Using Your Personal Address Book on the Web, page 66. 2. Choose User Options > Fast Dials. 3. Click Add New. 4. Use the Search Options area to find the appropriate PAB entry. 5. Click a phone number in the Search Results area. 6. Change the Fast Dial code, if desired. 7. Click Save.
Assign a Fast Dial code to a phone number (without using a PAB entry)	1. Choose User Options > Fast Dials. 2. Click Add New. 3. Change the Fast Dial code, if desired. 4. Enter a phone number. 5. Click Save.

If you want to...	Then do this after you log in...
Search for a Fast Dial entry	1. Choose User Options > Fast Dials. 2. Specify search information and click Find.
Edit a Fast Dial phone number	1. Choose User Options > Fast Dials. 2. Search for the Fast Dial entry that you want to edit. 3. Click on a component of the entry. 4. Change the phone number. 5. Click Save.
Delete a Fast Dial entry	1. Search for a Fast Dial. 2. Select one or more entries. 3. Click Delete Selected.
Assign a line button for Fast Dial	Note Before you can assign a line button for Fast Dial, your system administrator must configure the phone to display services. Contact your system administrator for more information. 1. Choose User Options > Device. 2. Click Service URL. 3. Choose the Fast Dial service from the Button drop-down list box. 4. Enter a phone label for the button. 5. Click Save. 6. Click Reset and then click Restart to refresh the phone configuration. You can now press the line button to access Fast Dial codes.

Tips

- You can create up to 500 Fast Dial and PAB entries.
- You can create a new Fast Dial entry without using a PAB entry. Such Fast Dial entries are labeled “raw” in the User Options web pages and do not display a configurable text label.

Using the Address Book Synchronization Tool

You can use the Address Book Synchronization Tool (TABSynch) to synchronize your existing Microsoft Windows Address Book (if applicable) with your PAB.

From a Microsoft Windows application—Users can use the TABSynch tool to synchronize their PABs with Microsoft Windows Address Book (WAB). Customers who want to use the Microsoft Outlook Address Book (OAB) should begin by importing the data from the OAB into the Windows Address Book (WAB). TabSync can then be used to synchronize the WAB with Personal Directory.

Your system administrator can give you access to TABSynch and provide detailed instructions.

Setting Up Speed Dials on the Web

Depending on configuration, your phone can support several speed-dial features:

- Speed-dial buttons
- Abbreviated Dialing
- Fast Dials

For help using speed-dial features, see [Speed Dialing, page 37](#).

If you want to...	Then do this after you log in...
Set up speed-dial buttons	1. Choose User Options > Device. 2. Choose a phone from the Name drop-down menu. 3. Click Speed Dials. 4. Enter a number and label for a speed-dial button (programmable button) on your phone. 5. Click Save. Note Your phone uses the ASCII Label field.
Set up Abbreviated Dialing	1. Choose User Options > Device. 2. Choose a phone from the Name drop-down menu. 3. Click Speed Dials. 4. Enter a number and label for an Abbreviated Dialing code. 5. Click Save.
Set up Fast Dials	See Configuring Fast Dials on the Web, page 67. You can also set up Fast Dials on your phone. See Using Personal Directory on Your Phone, page 61.

Setting Up Phone Services on the Web

Phone services can include special phone features, network data, and web-based information (such as stock quotes and movie listings). You must first subscribe to a phone service before accessing it on your phone.

If you want to...	Then do this after you log in...
Subscribe to a service	1. Choose User Options > Device. 2. Choose a phone from the Name drop-down menu. 3. Click Phone Services. 4. Click Add New. 5. Choose a service from the drop-down list and click Next. 6. Change the service label and/or enter additional service information, if available (optional). 7. Click Save.
Search for services	1. Select a device. 2. Click Phone Services. 3. Click Find.
Change or end services	1. Search for services. 2. Select one or more entries. 3. Click Delete Selected.
Change a service name	1. Search for services. 2. Click on the service name. 3. Change the information and click Save.

If you want to...	Then do this after you log in...
Add a service to an available programmable phone button 	1. Choose User Options > Device. 2. Choose a phone from the Name drop-down menu. 3. Click Service URL. Note If you do not see this option, ask your system administrator to configure a service URL button for your phone. 4. Choose a service from the Button Service drop-down list. 5. If you want to rename the service, edit the label fields. Note Your phone uses the ASCII Label field if the phone does not support double-byte character sets. 6. Click Save. 7. Click Reset to reset your phone (necessary to see the new button label on your phone).
Access a service on your phone	Use the line key buttons to select the Services, Messages, and Directories menus:  () > Services  () > Messages  () > Directories If only one service is configured, the service opens by default. If more than one service is configured, select a menu option on the screen. Note The services available for your phone depend on the phone system configuration and the services you subscribed to. For more information, ask your phone system administrator.

Controlling User Settings on the Web

User settings include your password, PIN, and language (locale) settings.

If you want to...	Then do this after you log in...
Change your password	1. Choose User Options > User Settings. 2. In the Browser Password area, enter information. 3. Click Save.
Change your PIN	1. Choose User Options > User Settings. 2. In the Phone PIN area, enter information. 3. Click Save.

If you want to...	Then do this after you log in...
Change the language (locale) for your User Options web pages	1. Choose User Options > User Settings. 2. In the User Locale area, choose an item from the Locale drop-down list. 3. Click Save.
Change the language (locale) for your phone screen	1. Choose User Options > User Settings. 2. Choose an item from the User Locale drop-down list. 3. Click Save.

Tip

Your PIN and password allow you to access different features and services. For example, use your PIN to log in to Cisco Extension Mobility or Personal Directory on your phone. Use your password to log in to your User Options web pages and Cisco WebDialer on your personal computer. For more information, ask your system administrator.

Controlling Line Settings on the Web

Line settings affect a specific phone line (directory number) on your phone. Line settings can include call-forwarding, voice message indicators, ring patterns, and line labels.

You can set up other line settings directly on your phone:

- Set up call forwarding for your primary phone line—see [Forwarding Calls to Another Number, page 29](#).
- Change rings, display, and other phone-model specific settings—see [Changing Phone Settings, page 55](#).

If you want to...	Then do this after you log in...
Set up call forwarding per line	1. Choose User Options > Device. 2. From the Name menu, choose a phone. 3. Click Line Settings. 4. If you have more than one directory number (line) assigned to your phone, choose a line from the Line menu. 5. In the Incoming Call Forwarding area, choose call forwarding settings for various conditions. 6. Click Save.
Change the voice-message indicator (lamp) setting per line	1. Choose User Options > Device. 2. From the Name menu, choose a phone. 3. Click Line Settings. 4. If you have more than one directory number (line) assigned to your phone, choose a line from the Line menu. 5. In the Message Waiting Lamp area, choose from various settings. Typically, the default message-waiting setting prompts your phone to display a steady red light from the handset light strip to indicate a new voice message. 6. Click Save.

If you want to...	Then do this after you log in...
Change the audible voice message indicator setting per line	1. Choose User Options > Device. 2. From the Name menu, choose a phone. 3. Click Line Settings. 4. If you have more than one directory number (line) assigned to your phone, choose a line from the Line menu. 5. In the Audible Message Waiting Indicator area, choose from various settings. Typically, the default message waiting setting prompts your phone to display a steady red light from the handset light strip to indicate a new voice message. 6. Click Save.
Change or create a line text label that appears on your phone screen	1. Choose User Options > Device. 2. From the Name menu, choose a phone. 3. Click Line Settings. 4. If you have more than one directory number (line) assigned to your phone, choose a line from the Line menu. 5. In the Line Text Label area, enter a text label. 6. Click Save. Your phone uses the ASCII Label field if the phone does not support double-byte character sets.

Setting Up Phones and Access Lists for Mobile Connect

When using Cisco Mobile Connect, you must add your mobile and other phones that you want to use to make and receive calls using the same directory numbers as your desk phone. These phones are called *remote destinations*. You can also define access lists to restrict or allow calls from certain numbers to be sent to your mobile phone.

If you want to...	Then do this after you log in...
Create an access list	1. Choose User Options > Mobility Settings > Access Lists. 2. Click Add New. 3. Enter a name to identify the access list and a description (optional). 4. Choose whether the access list will allow or block specified calls. 5. Click Save. 6. Click Add Member to add phone numbers or filters to the list. 7. Select an option from the Filter Mask drop-down list box. You can filter a directory number, calls with restricted caller ID (Not Available), or calls with anonymous caller ID (Private). 8. If you select a directory number from the Filter Mask list box, enter a phone number or filter in the DN Mask field. You can use the following wild cards to define a filter: – X (upper or lower case)—Matches a single digit. For example, 408555123X matches any number between 4085551230 and 4085551239. – !—Matches any number of digits. For example, 408! matches any number starts with 408. – #—Used as a single digit for exact match. 9. To add this member to the access list, click Save. 10. To save the access list, click Save.

If you want to...	Then do this after you log in...
Add a new remote destination	1. Choose User Options > Mobility Settings > Remote Destinations. 2. Click Add New. 3. Enter the following information: – Name—Enter a name for the mobile (or other) phone. – Destination Number—Enter your mobile phone number. 4. Select your remote destination profile from the drop-down list box. Your remote destination profile contains the settings that apply to remote destinations that you create. 5. Select the Mobile Phone check box to allow your remote destination to accept a call sent from your desktop phone. 6. Select the Enable Mobile Connect check box to allow your remote destination to ring simultaneously with your desktop phone. 7. Choose one of the following options in the Ring Schedule area: – All the time—Choose this option if you do not want to impose day and time restrictions on ringing the remote destination. – As specified below—Choose this option and select from the following items to set up a ring schedule based on day and time: • Select a check box for each day of the week you want to allow calls to ring the remote destination. • For each day, select All Day or select the beginning and ending times from the drop-down lists. • Select the time zone from the drop-down list box. 8. Choose one of the following ringing options: – Always ring this destination. – Ring this destination only if the caller is in the allowed access list that you select. – Do not ring this destination if the caller is in the blocked access list that you select. Note The ring schedule drop-down list boxes include only the access lists that you have created. 9. Click Save.

If you want to...	Then do this after you log in...
Add a new remote destination	1. Choose User Options > Mobility Settings > Remote Destinations. 2. Select the device from the Name drop-down list box. 3. Click Remote Destinations. 4. Click Add New. 5. Enter the following information: – Name—Enter a name for the mobile (or other) phone. – Destination Number—Enter your mobile phone number. – Answer Too Soon Timer—Enter the amount of time before you can pick up a call on the remote destination (in milliseconds). – Answer Too Late Timer—Enter the amount of time after which it is too late to pick up a call on the remote destination (in milliseconds). – Delay Before Ringing Timer—Enter the amount of time before the call rings on the remote destination (in milliseconds). – Remote Destination Profile—Select a remote destination profile, which contains the settings that apply to all of your remote destinations. – Allowed Access List—Select a phone number or rule that allows your mobile phone to ring when a call comes in to your desktop phone. You can select an allowed access list or blocked access list, but not both. – Blocked Access List—Select a phone number or rule for which your mobile phone does not ring when a call comes in to your desktop phone. You can select an allowed access list or blocked access list, but not both. – Mobile Phone—Select to allow your mobile phone can accept a call sent from your desktop phone. – Enable Mobile Connect—Select to allow your mobile phone to ring simultaneously with your desktop phone. – Smart Client Installed—Select to indicate that the remote destination you are setting up is a smartphone. 6. Click Save.

Using Cisco WebDialer

Cisco WebDialer allows you to make calls on your Cisco Unified IP Phone to directory contacts by clicking items in a web browser. Your system administrator must configure this feature for you.

If you want to...	Then...
Use WebDialer with your User Options directory	1. Log into your User Options web pages. See Accessing Your User Options Web Pages, page 65. 2. Choose User Options > Directory and search for a coworker. 3. Click the number that you want to dial. 4. If this is your first time using WebDialer, set up preferences on the Make Call page. 5. Click Dial. (See the last row in this table to learn how to suppress this page in the future, if desired.) The call is now placed on your phone. 6. To end a call, click Hangup or hang up from your phone.
Use WebDialer with another online corporate directory (not your User Options directory)	1. Log into a WebDialer-enabled corporate directory and search for coworkers. 2. Click the number that you want to dial. 3. When prompted, enter your user ID and password. 4. If this is your first time using WebDialer, set up preferences on the Make Call page. 5. Click Dial. (See the last row in this table to learn how to suppress this page in the future, if desired.) The call is now placed on your phone. 6. To end a call, click Hangup or hang up from your phone.

If you want to...	Then...
Log out of WebDialer	Click the logout icon in the Make Call or Hang Up page.
Set up, view, or change WebDialer preferences	Access the Make Call page. The Make Call page appears the first time that you use WebDialer (after you click the number that you want to dial.) The Make Call page contains the following options: • Preferred language—Determines the language used for WebDialer settings and prompts. • Use preferred device—Identifies the Cisco Unified IP Phone (Calling device) and directory number (Calling line) that you will use to place WebDialer calls. If you have one phone with a single line, the appropriate phone and line are automatically selected. Otherwise, choose a phone and/or line. If you have more than one phone, it will be specified by device type and MAC address. (To display the MAC address on your phone, choose  > Settings > Network Configuration > MAC address.) Note If you have an Extension Mobility profile, you can select your Extension Mobility logged-in device from the Calling device menu. • Do not display call confirmation—If selected, prompts WebDialer to suppress the Make Call page. This page appears by default after you click a phone number in a WebDialer-enabled online directory. • Disable Auto Close—If selected, the call window does not close automatically after fifteen seconds.

