



# **Cisco IP Phone Messenger for Cisco Unified Presence Server Release 1.0(3)**

**INCLUDING LICENSE AND WARRANTY**





## **Corporate Headquarters**

Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA  
<http://www.cisco.com>  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 526-4100





# User Options Icons

	Preferences > IPPM Settings
	Response Messages
	Broadcast Messages
	Contacts

# Character Keys

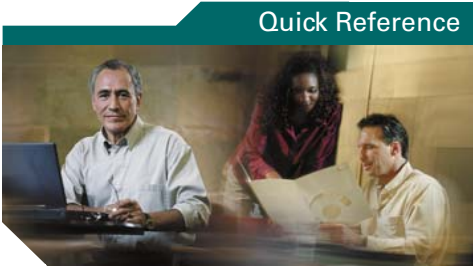
Key	Characters
1	1 ! ' ; ^
2	a b c 2 A B C
3	d e f 3 D E F
4	g h i 4 G H I
5	j k l 5 J K L
6	m n o 6 M N O
7	p q r s 7 P Q R S
8	t u v 8 T U V
9	w x y z 9 W X Y Z
0	. - _ 0 = , <space>
*	.@ ~ * & %
#	# + \$ <euro symbol> £ \



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## Cisco IP Phone Messenger for Cisco Unified Presence Server Release 1.0(3)

Common Tasks  
Softkey Definitions  
IP Phone Messenger Icons  
User Options Icons  
Character Keys

# Common Tasks

Log into the IP Phone Messenger to perform most of these tasks. Tasks requiring the User Options web pages are specified.  
**Note:** Refer to the “Logging into Cisco IP Phone Messenger” section on page 2 if you need assistance logging into Cisco IP Phone Messenger.

Organizing Your Contact List	
Display a Contact list	Choose <b>Contacts</b> .
Display a contact’s devices and status	Choose <b>Contacts</b> . Choose a contact and press <b>Details</b> .
Add contacts by user name	Choose <b>Contacts</b> and press <b>Add</b> .
Add contacts by extension	Choose <b>Contacts</b> and press <b>AddByExt</b> .
Add sender of active message to contact list	Choose <b>Contacts</b> and press <b>AddCtct</b> .
Limit contacts shown	Choose <b>Contacts</b> and press <b>Filter</b> .
Call a contact	Choose <b>Contacts</b> . Choose a contact, press <b>Details</b> , and press <b>Dial</b> .
Delete a contact	Choose <b>Contacts</b> . Choose a contact, press <b>Details</b> , and press <b>Delete</b> .
Display a contact’s availability	Choose <b>Contacts</b> .
Display a contact’s availability by device	Choose <b>Contacts</b> . Choose a contact, press <b>Details</b> .
Set your availability status	Choose <b>Settings &gt; Status</b> .











### Managing Your Messages

View recent messages	Choose <b>Messages</b> .
Delete one message	Choose <b>Messages</b> . Scroll to a message, press <b>Details</b> , and press <b>Delete</b> .
Delete all messages	Choose <b>Messages</b> . Press <b>DelAll</b> .
Send a default message	Choose <b>Messages</b> . Press <b>Msg</b> , choose a default messages, and press <b>Send</b> .
Send a custom message	Choose <b>Messages</b> . Press <b>Msg</b> and press <b>Compose</b> . Enter message and press <b>Send</b> .
Reply to a message	Press <b>Reply</b> or <b>Msg</b> .
Call a message sender	Choose <b>Messages</b> , press <b>Details</b> , and press <b>Dial</b> .
Create custom default response	Access User Options > <b>Response Messages</b> .
Send broadcast message	Access User Options > <b>Broadcast Messages</b> .
Review broadcast messages	Choose <b>Messages</b> or <b>System Messages</b> .
Require a PIN for accessing messages and settings	Choose <b>Settings</b> > <b>PIN Protection</b> .
Set an audible alert to indicate when message arrives	Choose <b>Settings</b> > <b>Audible Alert</b> > <b>On</b> .

### Softkey Definitions

<b>Add</b>	Add a contact using a user ID
<b>AddByExt</b>	Add a contact using an extension
<b>AddCtct</b>	Add sender of active message to your Contact List
<b>Cancel</b>	Cancel an action or exit a screen without applying changes
<b>Compose</b>	Create a custom text message
<b>DelAll</b>	Delete all messages
<b>Delete</b>	Remove a message or contact
<b>Details</b>	Display additional information about message or contact
<b>Dial</b>	Call a message sender
<b>Exit</b>	Return to the previous screen
<b>Filter</b>	Limit contacts displayed in list
<b>Logout</b>	Log out of the application
<b>more</b>	Display additional softkeys
<b>Msg</b>	Display the Messages menu
<b>No</b>	Reject the request
<b>OK</b>	Acknowledge prompt
<b>PgDn</b>	Show more messages and contacts
<b>PgUp</b>	Show previous messages and contacts
<b>Reply</b>	Reply to a received message
<b>Retry</b>	Re-attempt text or number entry
<b>Select</b>	Select an item on the screen
<b>Send</b>	Send a custom message
<b>Submit</b>	Confirm entered text
<b>Yes</b>	Confirm the request
<b>&lt;&lt;</b>	Delete entered characters

### IP Phone Messenger Icons

Contact List	
	Available
	Unavailable
	Busy
	Unknown status
	Do not disturb
	Away Vacation
	Available via instant message
	Available via phone
	Currently on the phone
Contact Details	
	Available via instant message
	Unavailable via instant message
	Available via phone
	Unavailable, currently on phone
	Available via camera phone
	Unavailable via camera phone



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# Getting Started

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Cisco IP Phone Messenger enables your Cisco Unified IP phone to receive, send, and reply to instant messages. It is only available on your phone if your company is using the Cisco Unified Presence Server, and your system administrator has enabled Cisco IP Phone Messenger. Check with your system administrator if you are not sure if Cisco IP Phone Messenger is available for you.

## About Cisco IP Phone Messenger

Cisco IP Phone Messenger lets you manage your instant messages and contacts on a Cisco Unified IP Phone in the following ways:

Task	For More Information..
Create a contact list.	Organizing Your Contacts, page 6
Send instant messages to coworkers on your contact list.	Sending Messages, page 15
Set notification preferences for incoming messages	Handling Incoming Messages, page 14
View the availability status of coworkers who are using Cisco IP Phone Messenger.	Displaying a Contact's Availability, page 11
Customize access and display of your messages	Displaying Messages, page 12

## Using Cisco IP Phone Messenger on the Phone or Web

The Cisco IP Phone Messenger service consists of two task management components: a service application on your Cisco Unified IP Phone and User Options web pages. You can perform some tasks using either component, but other tasks require you to use just one of these.

### User Options Web Pages

Some tasks require that you use the Cisco IP Phone Messenger User Options web pages, which you can access using a supported web browser on your computer. You use the User Options web pages to customize settings, create personal response messages, organize contacts, and send broadcast messages.

Supported web browsers include:

- Microsoft Internet Explorer version 6.0 or later
- Netscape Navigator version 7.1 or later

The Cisco IP Phone Messenger User Options web pages are located on a different server than the Cisco CallManager User Options web pages. Your system administrator should provide you with the information you need.

## Phone Service

The Cisco IP Phone Messenger service is an application that runs on your Cisco Unified IP Phone. (A service is a special type of XML-based application that can run on Cisco Unified IP Phones.) You use this service to communicate with your co-workers using text-based instant messaging on your Cisco Unified IP Phone. Your system administrator must first assign this service to the phone before you can access it.

This service might be assigned to a phone associated with your user ID (assigned) or not associated (unassigned). This assignment impacts the information required to access Cisco IP Phone Messenger on your phone.

## Logging into Cisco IP Phone Messenger

You can log into Cisco IP Phone Messenger using either component, as follows:

- User Options web pages—You must use your computer and a web browser to log into the User Options web pages.
- Phone service—Depending on whether the service is assigned or unassigned, you must log into the service by entering your PIN and in some cases your user ID as follows:
  - Assigned—your user ID is not required to log in on a phone assigned to you. Typically, you cannot log into Cisco IP Phone Messenger on a phone assigned to another user: your PIN will not work with someone else's user ID. The exception is if the phone has Extension Mobility configured on it, in which case you can log into Extension Mobility and then log into Cisco IP Phone Messenger.
  - Unassigned—your user ID is required to log in. Any user with a valid user ID and PIN configured to use Cisco IP Phone Messenger can log in on an unassigned phone.




### Note

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If you are already logged into Cisco IP Phone Messenger on another phone, a multi-login alert will display when you attempt to log in. You must respond to this alert before you can log in. Choose **Yes** to log out of other phones automatically or **No** to remain logged into other phones. When you are logged into multiple phones simultaneously, all instant messages appear on each phone, which might be a privacy concern.


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Logging into...	On the Phone	From the User Options Web Pages
<b>User Options web pages</b>	Not applicable	<ol style="list-style-type: none"> <li>1. Open a supported web browser on your computer.</li> <li>2. Enter the web page provided by your system administrator, similar to: <code>http://&lt;CUPS server&gt;/ccmuser</code>.</li> <li>3. Enter your user name and password, provided by your system administrator.</li> <li>4. Choose the <b>User Options</b> menu, and the following options display: <ul style="list-style-type: none"> <li>– Preferences</li> <li>– Contact List</li> <li>– Response Messages</li> <li>– Broadcast Messages</li> </ul> </li> </ol>
<b>Phone service</b>	<ol style="list-style-type: none"> <li>1. Using your Cisco Unified IP Phone, press  &gt; <b>Phone Messenger</b> (or similar name).</li> </ol> <p><b>Note</b> Your system administrator can customize the name of this service, so confirm the name used on your phone.</p> <ol style="list-style-type: none"> <li>2. Enter your PIN and user ID (if requested). See “Entering Text on the Phone” section on page 5 for tips on entering text. Press &lt;&lt; to delete characters or <b>Exit</b> to cancel.</li> <li>3. Press <b>Submit</b>.</li> </ol> <p>The Cisco IP Phone Messenger main menu displays with the following options:</p> <ul style="list-style-type: none"> <li>– Messages</li> <li>– Contacts</li> <li>– Settings</li> <li>– System Messages</li> </ul>	Not applicable

# Logging Out of Cisco IP Phone Messenger

You can log out of Cisco IP Phone Messenger at any time:

- User Options web pages—You can log out of Cisco IP Phone Messenger from the User Options web pages at any time.
- 

**Note** You can log out of the User Options web pages at any time. However, for security purposes, you will be automatically logged out of the User Options web pages after about 30 minutes of inactivity.
- Phone Service—You can log out of Cisco IP Phone Messenger on your phone at any time, but you can also set a maximum session time, for increased security. Depending on whether your user ID is associated with the phone on which you are using Cisco IP Phone Messenger, you might need to enter your PIN when logging out:
    - Assigned—PIN is required to log out
    - Unassigned—PIN is not required to log out, but you can require an unassigned phone to log you out automatically, for increased security

Logging out of...	On the Phone	From the User Options Web Pages
Phone service	<ol style="list-style-type: none"><li>1. From the main menu of Cisco IP Phone Messenger, press <b>Logout</b>.</li><li>2. If requested, enter PIN. See “Entering Text on the Phone” section on page 5 for tips on entering text. Press &lt;&lt; to delete characters or <b>Exit</b> to cancel.</li><li>3. Press <b>Yes</b> to log out or <b>No</b> or <b>Cancel</b> to return to the main menu.</li></ol>	<ol style="list-style-type: none"><li>1. Choose <b>User Options &gt; Preferences &gt; IPPM Settings</b>.</li><li>2. Click <b>Logout</b>.</li><li>3. Click <b>OK</b> to accept or click <b>Cancel</b>.</li></ol> <p><b>Note</b> Logout button appears only if you are currently logged into Cisco IP Phone Messenger.</p>
Unassigned phone automatically	<ol style="list-style-type: none"><li>1. Press  &gt; <b>Phone Messenger &gt; Settings</b>.</li><li>2. Use the Navigation button to scroll to Session Timer and press <b>Select</b>.</li><li>3. Enter a value from 1-9999 (in minutes).</li><li>4. Press <b>Submit</b>.</li></ol>	<ol style="list-style-type: none"><li>1. Choose <b>User Options &gt; Preferences &gt; IPPM Settings</b>.</li><li>2. Enter a value from 1-9999 (in minutes) in the <b>Session Timeout</b> field.</li><li>3. Click <b>Save</b>.</li></ol>

# Entering Text on the Phone

When you compose an instant message or enter a user ID to add a contact to your contact list, use the Cisco Unified IP Phone dial pad to enter letters, numbers, and other characters. You press a key once to select the first available character on the key, twice to select the second available character, three times to select the third available character, and so on.

For example, you press the 2 key once for *a*, twice for *b*, three time for *c*, and four times for 2.

Key	Characters
1	1 !   ' : ; ^
2	a b c 2 A B C
3	d e f 3 D E F
4	g h i 4 G H I
5	j k l 5 J K L
6	m n o 6 M N O
7	p q r s 7 P Q R S
8	t u v 8 T U V
9	w x y z 9 W X Y Z
0	. - _ 0 = , <space>
*	.* @ ~ * & %
#	# + \$ <euro symbol> £ \

# Organizing Your Contacts


You can organize your Contact list using either the Cisco IP Phone Messenger service application on your Cisco Unified IP Phone or the User Options web pages on the web. However, some tasks are not available in both places. For those tasks, you must use either the phone or web, as indicated.



## Adding Contacts

You can add a contact to the Contact list using either the Cisco IP Phone Messenger service or User Options web pages, depending on how you identify the contact.

### Before You Begin


- Your system administrator sets the number of contacts you can have on your list, with a maximum of 100. Contact your system administrator to verify the contact limit on your phone.
- You can only add contacts to your contact list if they have a valid user ID or extension number within your organization.
- The UserID, Nickname, and Extension fields accept a maximum of 255 characters.
- If you enter an invalid or duplicate user ID, an error message displays. See “Resolving Error Messages” section on page 21.
- Refer to “Entering Text on the Phone” section on page 5 for tips on entering contact names

Add contact by...	On the Phone	From the User Options Web Pages
User ID	<p>You can add a contact by entering the user ID, which must correspond to a valid user ID within your organization.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Contacts</b>.</li><li>2. Press <b>Add</b>.</li><li>3. Enter the following information:<ul style="list-style-type: none"><li>– UserID—user ID of the contact. This field is required.</li><li>– Nickname—enter any text. This field is optional and will display in the Contact list.</li></ul></li><li>4. Press <b>Submit</b>.</li></ol>	<ol style="list-style-type: none"><li>1. Choose <b>User Options &gt; Contacts</b>.</li><li>2. Click <b>Add New</b>.</li><li>3. Enter the following information:<ul style="list-style-type: none"><li>– Contact—user ID of the contact. This field is required.</li><li>– Nickname—enter any text. This field is optional and will display in the Contact list.</li></ul></li><li>4. Click <b>Display on Phone</b> to display the contact on the Contact list on the phone.</li><li>5. Click <b>Save</b>.</li></ol>

Add contact by...	On the Phone	From the User Options Web Pages
<b>Extension number</b>	<p>You can add a contact by entering the user ID, which must correspond to a valid user ID within your organization.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Contacts</b>.</li> <li>2. Press <b>AddbyExt</b> (you might have to press <b>more</b> to display this softkey).</li> <li>3. Enter the following information: <ul style="list-style-type: none"> <li>– Extension—extension number of the contact. This field is required.</li> <li>– Nickname—enter any text. This field is optional and will display in the Contact list.</li> </ul> </li> <li>4. Press <b>Submit</b>.</li> </ol>	Not applicable
<b>Message sender</b>	<p>Coworkers who are not on your contact list can send you instant messages, and you can easily add them to your contact list.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Messages</b>.</li> <li>2. Use the Navigation buttons to scroll to and highlight a message.</li> <li>3. Press <b>Details</b> (you might have to press <b>more</b> to display this softkey).</li> <li>4. Press <b>AddCtct</b> (you might have to press <b>more</b> to display this softkey).</li> <li>5. Enter the following information: <ul style="list-style-type: none"> <li>– Extension—extension number of the contact. This field is required.</li> <li>– Nickname—enter any text. This field is optional and will display in the Contact list.</li> </ul> </li> <li>6. Press <b>Submit</b>.</li> </ol>	Not applicable



# Deleting Contacts


You can delete all contacts or individual contacts depending whether you are using the phone or web.

Delete...	On the Phone	From the User Options Web Pages
All contacts	Not applicable	<p>You can delete your entire contact list at once.</p> <ol style="list-style-type: none"><li>1. Choose <b>User Options &gt; Contacts</b>.</li><li>2. Click <b>Select All</b>.</li><li>3. Click <b>Delete Selected</b>.</li><li>4. Click <b>OK</b> to accept or <b>Cancel</b>.</li></ol>
Individual contacts	<p>You can remove contacts from your contact list one at a time.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; <b>Phone Messenger &gt; Contacts</b>.</li><li>2. Use the Navigation button to scroll to select a contact.</li><li>3. Press <b>Details</b>.</li><li>4. Press <b>Delete</b> to delete the contact.</li><li>5. Press <b>OK</b> to return to the Contact list.</li></ol>	<p>You can remove contacts from your contact list one at a time.</p> <ol style="list-style-type: none"><li>1. Choose <b>User Options &gt; Contacts</b>.</li><li>2. Click the checkbox next to the contact's name you want to delete.</li><li>3. Click <b>Delete Selected</b>.</li><li>4. Click <b>OK</b> to accept or <b>Cancel</b>.</li></ol>

## Displaying Your Contact List

Once you have added some contacts to your contact list, you can view a list of them using Cisco IP Phone Messenger on your phone or web.

Display...	On the Phone	From the User Options Web Pages
<b>All contacts</b>	<p>You can display all contacts on your contact list.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Contacts</b>.</li> <li>2. Press <b>Filter</b>. The prompt field displays the current setting.</li> <li>3. Use the Navigation button to scroll to select <b>Show all Contacts</b>.</li> <li>4. Press <b>Select</b> and press <b>Exit</b> to return to the Contact list.</li> <li>5. Press <b>PgDn</b> to display additional contacts, and press <b>PgUp</b> to display previous contacts.</li> </ol>	<p>You can display all contacts on your contact list.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options</b> &gt; <b>Preferences</b> &gt; <b>IPPM Settings</b>.</li> <li>2. Choose <b>Display all contacts</b> from the <b>Contact Filtering</b> field.</li> <li>3. Click <b>Save</b>.</li> <li>4. Choose <b>User Options</b> &gt; <b>Contacts</b>.</li> <li>5. In <b>Search Options</b>, choose <b>Contact</b> “is not empty” to display all contacts matching the filter criteria.</li> <li>6. Click <b>Find</b>.</li> </ol>
<b>Available contacts</b>	<p>You can display only those contacts who are currently available.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Contacts</b>.</li> <li>2. Press <b>Filter</b>. The prompt field displays the current setting.</li> <li>3. Use the Navigation button to scroll to select <b>Show available Contacts</b>.</li> <li>4. Press <b>Select</b> and press <b>Exit</b> to return to the Contact list.</li> <li>5. Press <b>PgDn</b> to display additional contacts, and press <b>PgUp</b> to display previous contacts.</li> </ol>	<p>You can display only those contacts who are currently available.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options</b> &gt; <b>Preferences</b> &gt; <b>IPPM Settings</b>.</li> <li>2. Choose <b>Display online contacts only</b> from the <b>Contact Filtering</b> field.</li> <li>3. Click <b>Save</b>.</li> <li>4. Choose <b>User Options</b> &gt; <b>Contacts</b>.</li> <li>5. In <b>Search Options</b>, choose <b>Contact</b> “is not empty” to display all contacts matching the filter criteria.</li> <li>6. Click <b>Find</b>.</li> </ol>

Display...	On the Phone	From the User Options Web Pages
<b>Frequently updated contact list</b>	<p>You can modify how frequently you want the contact list to update.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Settings</b>.</li> <li>2. Use the Navigation buttons to scroll to select <b>Refresh Interval</b> and press <b>Select</b>.</li> <li>3. Enter a value (in seconds) from 7-3600 seconds. Choose a lower value to update the contact list frequently.</li> <li>4. Press <b>Submit</b>.</li> </ol>	<p>You can modify how frequently you want the contact list to update.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options</b> &gt; <b>Preferences</b> &gt; <b>IPPM Settings</b>.</li> <li>2. Enter a value (in seconds) from 7-3600 in the <b>Phone Display Refresh Interval</b> field. Choose a lower value to update the contact list frequently.</li> <li>3. Click <b>Save</b>.</li> </ol>







## Displaying a Contact's Availability

You can quickly determine a contact's availability. See the “IP Phone Messenger Icons” section on page 2 for an explanation of the availability icons that display.



### Tip

When viewing availability, if your contact is available via phone, you can press **Dial** to call the contact rather than send an instant message..



Display...	On the Phone	From the User Options Web Pages
<b>Overall availability</b>	<p>You can display the overall status.</p> <p>Choose  &gt; <b>Phone Messenger</b> &gt; <b>Contacts</b>.</p> <p>Status is calculated by the server and displays with these caveats:</p> <ul style="list-style-type: none"> <li>•  displays when at least one device is available.</li> <li>•  displays if the phone is available, but Cisco IP Phone Messenger is not.</li> </ul>	Not applicable
<b>Availability by device</b>	<p>You can display how many devices each contact has available, their capability (instant messages, phone, video), and the status for each device.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Contacts</b>.</li> <li>2. Use the Navigation button to scroll to select a contact.</li> <li>3. Press <b>Details</b>.</li> </ol>	Not applicable





# Managing Your Messages

Cisco IP Phone Messenger enables you to send and receive instant messages from users who have a valid user ID or extension number within your organization.

## Displaying Messages



You can customize how you want to display messages on Cisco IP Phone Messenger:

Display...	On the Phone	From the User Options Web Pages
Incoming messages	If you are logged in and available, incoming messages are automatically displayed on your phone screen.	Not applicable
All received messages	<p>You can review received (un-deleted) messages. Your system administrator determines the maximum number of received messages that Cisco IP Phone Messenger stores for you.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; Phone Messenger &gt; Messages.</li><li>2. Press <b>PgDn</b> to display additional contacts, and press <b>PgUp</b> to display previous contacts.</li></ol>	Not applicable
Message details	<p>You can use this option to see more information about the message (such as the complete message and timestamp), to delete individual messages, and to add the message sender to your contact list.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; Phone Messenger &gt; Messages.</li><li>2. Use the Navigation button to scroll to select a message.</li><li>3. Press <b>Details</b>.</li></ol>	Not applicable

Display...	On the Phone	From the User Options Web Pages
<b>Protected messages</b>	<p>For increased privacy, you can require your PIN to be entered to access your message list.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Settings</b>.</li> <li>2. Use the Navigation buttons to scroll to select <b>PIN protection</b>.</li> <li>3. Scroll to select: <ul style="list-style-type: none"> <li>– <b>On</b>—to require a PIN to view messages</li> <li>– <b>Off</b>—to disable PIN protection</li> </ul> </li> <li>4. Press <b>Select</b>.</li> <li>5. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Messages</b>.</li> <li>6. Enter your PIN and press <b>Submit</b>.</li> </ol>	<p>For increased privacy, you can require your PIN to be entered to access your message list.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options</b> &gt; <b>Preferences</b> &gt; <b>IPPM Settings</b>.</li> <li>2. From the <b>PIN Protected</b> field, choose: <ul style="list-style-type: none"> <li>– <b>On</b>—to require a PIN to view messages</li> <li>– <b>Off</b>—to disable PIN protection</li> </ul> </li> <li>3. Click <b>Save</b>.</li> <li>4. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Messages</b>.</li> <li>5. Enter your PIN and press <b>Submit</b>.</li> </ol>
<b>System messages</b>	<p>Your system administrator can send you special broadcast messages, which you can review at a later time.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>System Messages</b>.</li> <li>2. Use the Navigation buttons to scroll to select a specific message.</li> <li>3. Press <b>Details</b> to display additional information.</li> </ol>	Not applicable

# Handling Incoming Messages

You can receive incoming messages from co-workers in your organization, even if they are not on your contact list. You can control how you are notified about incoming messages and if you are available to receive them:

When receiving a message...	On the Phone	From the User Options Web Pages
<b>Play an alert</b>	<p>You can set your phone to ring when an incoming message arrives.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Settings</b>.</li><li>2. Use the Navigation buttons to scroll to select <b>Audible Alert</b>.</li><li>3. Scroll to select:<ul style="list-style-type: none"><li>– <b>On</b>—to enable the alert</li><li>– <b>Off</b>—to disable the alert</li></ul></li><li>4. Press <b>Select</b>.</li></ol>	<p>You can set your phone to ring when an incoming message arrives.</p> <ol style="list-style-type: none"><li>1. Choose <b>User Options</b> &gt; <b>Preferences</b> &gt; <b>IPPM Settings</b>.</li><li>2. From the <b>Play Audible Notification</b> field, choose:<ul style="list-style-type: none"><li>– <b>On</b>—to enable the alert</li><li>– <b>Off</b>—to disable the alert</li></ul></li><li>3. Click <b>Save</b>.</li></ol>
<b>Display message waiting indicator</b>	<p>The message waiting indicator on the handset flashes during an incoming message. You cannot configure this.</p>	<p>Not applicable</p>
<b>Prevent users from sending you messages</b>	<p>You can make yourself unavailable so that other users cannot send you messages.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Settings</b>.</li><li>2. Use the Navigation buttons to scroll to select <b>Status</b>.</li><li>3. Choose any status except:<ul style="list-style-type: none"><li>– <b>Available</b></li><li>– <b>Busy but Interruptible</b></li></ul></li><li>4. Press <b>Select</b>.</li></ol>	<p>Not applicable</p>

# Sending Messages


You can send messages to any co-workers in your organization who are on your Contact list or respond to received messages from others who are not yet on your Contact list.





**Note** When sending or replying to a message, if your contact is available via phone, you can press **Dial** to call the contact rather than send an instant message.

## Before You Begin

Refer to “Entering Text on the Phone” section on page 5 for tips on entering text.



Send a...	On the Phone	From the User Options Web Pages
New message (pre-set)	<p>You can send a message from a list of pre-set (or “canned”) responses. You can have a maximum of 25 pre-set messages. Your system administrator owns 10 of these, and you can create an additional 15 personal response messages. See the Creating New Personal Response Messages, page 19.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Contact</b>.</li><li>2. Use the Navigation button to scroll to select a contact.</li><li>3. Press <b>Details</b>.</li><li>4. Press <b>Msg</b>.</li><li>5. Scroll to select one of the pre-set messages, and press <b>Select</b>.</li><li>6. Press <b>OK</b> or <b>Exit</b>.</li></ol>	Not applicable

Send a...	On the Phone	From the User Options Web Pages
<b>New message (custom)</b>	<p>You can use the phone's dial pad to enter a custom message.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Contact</b>.</li> <li>2. Use the Navigation button to scroll to select a contact.</li> <li>3. Press <b>Details</b>.</li> <li>4. Press <b>Msg</b>.</li> <li>5. Press <b>Compose</b> and enter the text message.</li> <li>6. Enter Press <b>Send</b> or <b>Exit</b>.</li> <li>7. Press <b>OK</b> or <b>Exit</b>.</li> </ol>	Not applicable
<b>Reply</b>	<p>You can respond to a received message.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger</b> &gt; <b>Messages</b>.</li> <li>2. Use the Navigation button to scroll to select a received message.</li> <li>3. Press <b>Details</b>.</li> <li>4. Press <b>Reply</b> (if sender is on your Contact list) or <b>Msg</b>.</li> <li>5. Press: <ul style="list-style-type: none"> <li>– <b>Select</b>—See New message (pre-set), page 15</li> <li>– <b>Compose</b>—See New message (custom), page 16</li> </ul> </li> </ol>	Not applicable

Send a...	On the Phone	From the User Options Web Pages
<b>Broadcast message</b>	Not applicable	<p>You can send a short message (maximum of 150 characters) to some or all contacts on your contact list.</p> <ol style="list-style-type: none"><li>1. Choose <b>User Options &gt; Broadcast Messages</b></li><li>2. In <b>Search Options</b>, enter your search criteria.  For example, to send a broadcast message to your entire contact list, choose <b>User ID</b> “is not empty” to display all contacts.</li><li>3. Click the checkbox next to the contact’s name you want to send the message. Or, click <b>Select All</b>.</li><li>4. Enter your message in the <b>Msg</b> field.</li><li>5. Click <b>Broadcast</b>.</li><li>6. Click <b>OK</b> to accept or <b>Cancel</b>.</li></ol>

# Deleting Messages


You can delete messages that you no longer need. However, once you delete an instant message, there is no stored copy that you can use to restore the instant message. Make sure you do not need an instant message before you delete it.

Delete...	On the Phone	From the User Options Web Pages
All messages	<p>You can delete all received messages at the same time.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; <b>Phone Messenger &gt; Messages.</b></li><li>2. Press <b>Del All</b> (you might have to press <b>more</b> to display this softkey).</li><li>3. Press <b>Yes</b> to delete all messages or <b>No</b> to cancel.</li></ol>	Not applicable
Individual messages	<p>You can delete a specific message.</p> <ol style="list-style-type: none"><li>1. Choose  &gt; <b>Phone Messenger &gt; Messages.</b></li><li>2. Use the Navigation button to scroll to select a message.</li><li>3. Press <b>Details.</b></li><li>4. Press <b>Delete</b> to delete the message.</li><li>5. Press <b>OK</b> to return to the messages.</li></ol>	Not applicable



## Creating New Personal Response Messages

You can create new pre-set personal response messages. These messages save you time in typing a custom text message each time you send a message. You can create up to 15 of these messages, and your system administrator can create an additional 10. Your personal response messages always display after the ones created by your system administrator.

To...	On the Phone	From the User Options Web Pages
<b>Create new personal response message</b>	Not applicable	<p>You can create up to 15 new personal response messages using a maximum of 255 characters each.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options &gt; Response Messages</b>.</li> <li>2. Click <b>Add New</b>.</li> <li>3. Enter your message in the <b>Response Message Text</b> field.</li> <li>4. Click <b>Save</b>.</li> </ol>
<b>Display available personal response messages</b>	<p>You can display your currently available personal response messages.</p> <ol style="list-style-type: none"> <li>1. Choose  &gt; <b>Phone Messenger &gt; Contact</b>.</li> <li>2. Use the Navigation button to scroll to select a contact.</li> <li>3. Press <b>Details</b>.</li> <li>4. Press <b>Msg</b>.</li> </ol> <p>The available personal messages appear at the bottom of the list.</p>	<p>You can display your currently available personal response messages.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options &gt; Response Messages</b>.</li> </ol> <p>All available messages appear.</p>
<b>Re-order personal response messages</b>	Not applicable	<p>You can rearrange the order in which your personal response messages appear on the list.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options &gt; Response Messages</b>.</li> <li>2. Click <b>Up</b> and <b>Down</b> to rearrange the order of your personal messages.</li> </ol>

To...	On the Phone	From the User Options Web Pages
<b>Delete all personal response messages</b>	Not applicable	<p>You can delete all personal messages at once.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options &gt; Response Messages</b>.</li> <li>2. Click <b>Select All</b>.</li> <li>3. Click <b>Delete Selected</b>.</li> <li>4. Click <b>OK</b> to accept or <b>Cancel</b>.</li> </ol>
<b>Delete a specific personal response message</b>	Not applicable	<p>You can delete personal messages one at a time.</p> <ol style="list-style-type: none"> <li>1. Choose <b>User Options &gt; Response Messages</b>.</li> <li>2. Click the message you want to delete.</li> <li>3. Click <b>Delete</b>.</li> <li>4. Click <b>OK</b> to accept or <b>Cancel</b>.</li> </ol>

# Troubleshooting

If you experience an error message or other difficulty when using Cisco IP Phone Messenger, these tips can assist you.

## Resolving Error Messages

Cisco IP Phone Messenger will display error messages if it encounters a problem. Refer to the following table for tips on understanding and resolving these errors.

Error Title	Error Text	Explanation
Send message failure	Your message to <user ID> could not be delivered. User may have logged off.	The contact likely logged off just as you were sending the message. Check the contact's availability and re-send the message.  See the "Displaying a Contact's Availability" section on page 11.
Presence status failure	Due to unavailability of presence services at this time, presence status may not be working correctly. Please notify your system administrator.	Contact your system administrator.
System configuration error	You were trying to access IP Phone Messenger service from a device not provisioned on Cisco CallManager server. Please work with your system administrator to get this device configured.	Contact your system administrator.
Add Contact Failure	No UserID matches the extension you entered. Press OK to enter another extension, or Cancel to contact list.	You must enter a valid extension number of a contact within your organization.
Adding Contact Failed	Invalid, duplicate, or non-existing contact name.	You must enter a valid extension number of a contact within your organization.

Error Title	Error Text	Explanation
Host Not Found		Cisco IP Phone Messenger is not available. Contact your system administrator for assistance.
Invalid Message Identifier	You were trying to retrieve a message that had been deleted from the EPAS server. Press Ok or Exit to return to IP Phone Messenger main menu.	If you are logged into more than one phone at a time, Multi-login state. Was deleting messages on one phone and attempting to view one on another.
Invalid PIN	Your PIN is invalid. Press Retry to re-enter your PIN.	Your phone has PIN protection enabled, but you have not entered the correct PIN. If you need additional assistance, contact your system administrator to verify your PIN.
Login Failed	Login failed. Your UserID or PIN was invalid. Press Retry to re-enter your UserID and PIN.	Cisco IP Phone Messenger requires that you enter your PIN when logging in. You have entered an incorrect PIN. If you need additional assistance, contact your system administrator to verify your PIN.
Login Failed	Login failed due to server error. Please contact your system administrator.	When using an unassigned phone, Cisco IP Phone Messenger requires that you enter your user ID when logging in. You have entered an incorrect user ID. See the “Entering Text on the Phone” section on page 5 to verify that you are entering your user ID correctly. If you need additional assistance, contact your system administrator to verify your user ID.

Error Title	Error Text	Explanation
Multi-login Alert	<p>You are currently logged in from other phones. Press Yes to log out of other phones (recommended for security reasons). Press No to leave other phones logged in.</p> <p>Incoming messages will show on all your other logged-in phones in addition to this phone. Press OK to go to the main menu.</p>	You are attempting to log into Cisco IP Phone Messenger on more than one phone. Although this is supported, you should be aware that all instant messages will appear on each phone. This might be a privacy concern.
Refresh Interval	Invalid refresh interval. Enter a number between 7 and 3600.	You cannot enter an interval outside the given range (in seconds).
Session Timer	Invalid session timer. Enter a number between 1 and 9999.	You cannot enter an interval outside the given range (in minutes).

## Frequently Asked Questions

The following table provides you with answers to some common questions about Cisco IP Phone Messenger.

Question	Explanation
<b>Cisco IP Phone Messenger Phone Service</b>	
Why is the <b>Msg</b> softkey unavailable when I am attempting to send a message to someone on my contact list?	The contact has selected a status that does not allow any incoming messages. Check the contact's status. See the "Displaying a Contact's Availability" section on page 11.
Why is the <b>Dial</b> softkey unavailable when I am attempting to call someone on my contact list?	The contact has selected a status that does not allow any incoming calls. Check the contact's status. See the "Displaying a Contact's Availability" section on page 11.
Why do I have to enter my PIN every time I try to access the Messages list or Settings?	You have enabled PIN Protection. See the "Protected messages" section on page 13.
Why do some of my contacts always display as unavailable?	Cisco IP Phone Messenger interacts with Cisco Unified Personal Communicator

Question	Explanation
<b>Cisco IP Phone Messenger User Options</b>	
I am accessing the User Options web page, but I do not see any of the options mentioned.	Verify that you are accessing the User Options web pages for Cisco IP Phone Messenger, not Cisco Unified CallManager. Contact your system administrator for assistance and see the “Logging into Cisco IP Phone Messenger” section on page 2.
Why do I have to re-enter my user name and password?	The User Options web pages automatically log you out after a period of inactivity for increased security.



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***EFT - CISCO CONFIDENTIAL***

**Corporate Headquarters**

Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA

[www.cisco.com](http://www.cisco.com)  
Tel: 408 526-4000  
800 553-NETS (6387)  
Fax: 408 526-4100

**European Headquarters**

Cisco Systems International BV  
Haarlerbergpark  
Haarlerbergweg 13-19  
1101 CH Amsterdam  
The Netherlands

[www-europe.cisco.com](http://www-europe.cisco.com)  
Tel: 31 0 20 357 1000  
Fax: 31 0 20 357 1100

**Americas Headquarters**

Cisco Systems, Inc.  
170 West Tasman Drive  
San Jose, CA 95134-1706  
USA

[www.cisco.com](http://www.cisco.com)  
Tel: 408 526-7660  
Fax: 408 527-0883

**Asia Pacific Headquarters**

Cisco Systems, Inc.  
168 Robinson Road  
#28-01 Capital Tower  
Singapore 068912

[www.cisco.com](http://www.cisco.com)  
Tel: +65 6317 7777  
Fax: +65 6317 7799

Cisco Systems has more than 200 offices in the following countries. Addresses, phone numbers, and fax numbers are listed on the


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