



CHAPTER 5

Configuring Your Message Settings

June 8, 2009

Cisco IP Phone Messenger enables you to send and receive instant messages from users who have valid user IDs or extension numbers within your organization. You can configure certain message settings for Cisco IP Phone Messenger from the Cisco Unified Presence User Options interface.

- [Configuring Your Message Privacy, page 5-1](#)
- [Configuring an Incoming Message Alert, page 5-2](#)
- [Sending a Broadcast Message, page 5-2](#)
- [Creating Personal Response Messages, page 5-3](#)
- [Signing Out of Cisco IP Phone Messenger, page 5-3](#)

Configuring Your Message Privacy

For increased privacy, you can protect the message list on your phone by assigning a PIN number to it.

Procedure

- Step 1** Select **User Options > Preferences**.
- Step 2** Select a value from the **PIN Protected** menu:
- Select **On** to turn on PIN protection to view messages on your phone.
 - Select **Off** to turn off PIN protection to view messages on your phone.
- Step 3** Click **Save**.
-

Related Topics

- [Configuring an Incoming Message Alert, page 5-2](#)
- *User Guide for Cisco IP Phone Messenger*
http://www.cisco.com/en/US/products/ps6837/products_user_guide_list.html

Configuring an Incoming Message Alert

You can configure your phone to ring when it receives an incoming message.

Procedure

- Step 1** Select **User Options > Preferences**.
- Step 2** Select a value from the **Play Audible Notification** menu:
- **Select On** to turn on the incoming message alert
 - **Select Off**—to turn off the incoming message alert,
- Step 3** Click **Save**.
-

Related Topics

- [Configuring Your Message Privacy, page 5-1](#)
- *User Guide for Cisco IP Phone Messenger*
http://www.cisco.com/en/US/products/ps6837/products_user_guide_list.html

Sending a Broadcast Message

You can send a short message (maximum of 150 characters) to some or all contacts on your contact list.

Procedure

- Step 1** Select **User Options > Broadcast Messages**.
- Step 2** Select **Find**.
- Step 3** Perform one of these actions:
- Check the contacts to whom you want to send the message.
 - Click **Select All** to send a message to all contacts.
- Step 4** Enter your message in the **Message** field.
- Step 5** Click **Broadcast**.
- Step 6** Click **OK**.
-

Related Topics

- *User Guide for Cisco IP Phone Messenger*
http://www.cisco.com/en/US/products/ps6837/products_user_guide_list.html

Creating Personal Response Messages

You can create 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 personal messages, and your system administrator can create an additional 10. Your personal response messages always display after the ones created by your system administrator.

You can create up to 15 new personal response messages using a maximum of 255 characters each.

Procedure

-
- | | |
|---------------|--|
| Step 1 | Select User Options > Response Messages . |
| Step 2 | Click Add New . |
| Step 3 | Enter your message in the Response Message Text field. |
| Step 4 | Click Save . |
| Step 5 | Click Up and Down arrows to rearrange the order of your personal messages. |
| Step 6 | Click Save . |
-

Troubleshooting Tips

To delete a personal response message, click the message and select **Delete**.

Related Topics

- *User Guide for Cisco IP Phone Messenger*
http://www.cisco.com/en/US/products/ps6837/products_user_guide_list.html

Signing Out of Cisco IP Phone Messenger

You can sign out of Cisco IP Phone Messenger from the Cisco Unified Presence User Options interface.

If your phone is not assigned to you, for example, if you share a phone with others, you may want the phone to automatically sign you out of the Cisco IP Phone Messenger service for increased security. Configure the session timer as described here and the phone will sign you out of Cisco IP Phone Messenger when the session timer expires.

Procedure

-
- | | |
|---------------|--|
| Step 1 | Select User Options > Preferences . |
| Step 2 | Click Logout in the IPPM Settings pane.

The Logout button appears only if you are currently signed into Cisco IP Phone Messenger. |
| Step 3 | Click OK . |
| Step 4 | To set the session timer for the Cisco IP Phone Messenger on your phone, enter a value from 1-9999 (in minutes) in the Session Timeout field. |

Step 5 Select **Save**.

Related Topics

- *User Guide for Cisco IP Phone Messenger*
http://www.cisco.com/en/US/products/ps6837/products_user_guide_list.html