



Configuring Users

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User Profile Fields

[Table 5](#) lists the fields on the User Profile page.

Table 5 *User Profile Parameters*

Parameter	Description
User ID	Alphanumeric user identifier.
First Name	First name of a user. Callers use these names to access the extension using the dial-by-name feature. These fields cannot contain special characters, spaces, or numbers.
Last Name	Last name of a user. Callers use these names to access the extension using the dial-by-name feature. These fields cannot contain special characters, spaces, or numbers.
Nick Name	Optional nickname of the user.
Display Name	User's name displayed within Cisco Unified SRSV applications.
Primary E.164 Number	User's primary telephone number, including area code.
Fax Number	Fax number for this user.
Language	The language in which prompts are spoken to the voicemail users. The languages available depend on the version of Cisco Unified SRSV that you have installed.

Table 5 **User Profile Parameters (continued)**

Parameter	Description
Password options	For the password used by the user to access the Cisco UMG GUI , select one of the following: • Generate a Random Password—To have the system generate a random password. • Blank Password—To leave the password blank. • Password Specified Below—To specify a password for this user.
Password	Consists of letters and numbers and is at least 3 characters but not more than 32 characters long.
PIN options	Note Although there is space to set a PIN, the Cisco Unified SRSV system does not use PINs. If you set values here, they will not be used.
PIN	Not used.

Viewing a List of Users

Procedure

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- Step 1** Log in to the [Cisco UMG GUI](#). See the [Logging In to the Cisco UMG Graphical User Interface \(GUI\)](#) module.
- Step 2** Select **Configure > Users**.
- The system displays the Configure Users page, containing the following fields:
- [User ID](#). By default, the system displays users in alphabetical order by user ID.
 - [Display Name](#)
 - Primary Extension
- Step 3** To see a different number of users on each page, on the top right, choose another number from the drop-down box and click **Go**. You can choose to see 10, 25, 50, 100, or 500 users.
- Step 4** To move to another page, use the left and right arrow buttons on the bottom right, or enter another page number and press **Enter**.
- Step 5** To sort users, click any of the headers.
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Adding a New User

Procedure

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- Step 1** Log in to the [Cisco UMG GUI](#). See the [Logging In to the Cisco UMG Graphical User Interface \(GUI\)](#) module.
- Step 2** Select **Configure > Users**.

The system displays the Configure Users page.

Step 3 Click **Add**.

Step 4 Enter information into the fields. See [Table 5](#).

Step 5 Click **Add**.



Note If you selected a random password, a message appears with the new password. Write the value in a secure place to give to the user. The value is also displayed on the user profile page (see [Displaying or Changing a User Profile](#)).

Related Information

- [Setting User Defaults](#) module

Displaying or Changing a User Profile

Procedure

- Step 1** Log in to the [Cisco UMG GUI](#). See the [Logging In to the Cisco UMG Graphical User Interface \(GUI\)](#) module.
- Step 2** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 3** If you do not see the user, click **Find** to search for the user (see [Finding a User](#)).
- Step 4** Click the user ID of the person whose profile you want to see.
The system displays the User Profile page, containing the fields in [Table 5](#).
- Step 5** Make any changes and click **Apply**.

Displaying or Changing Group Subscriptions

Use this procedure to modify the groups to which a user is assigned.

Procedure

- Step 1** Log in to the [Cisco UMG GUI](#). See the [Logging In to the Cisco UMG Graphical User Interface \(GUI\)](#) module.
- Step 2** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 3** Click the name of the user whose group subscription you want to view or modify.
The system displays the User Profile page.

- Step 4** Click the **Groups** tab.
- The system displays the following fields:
- [Group ID](#)
 - Rights—whether the user is a member or owner of the group
 - [Description](#)
 - [Primary Extension](#)—primary extension of the general-delivery mailbox assigned to the group.
- Step 5** To make the user the owner of another group, click **Subscribe as owner**. To make the user a member of another group, click **Subscribe as member**.
- The system displays the Find page.
- Step 6** Enter the group ID, description, or extension number and click **Find**.
- Step 7** Check the box next to the group that you want this user to join and click **Select Rows**.
- Step 8** To unsubscribe the user from a group, check the box next to the group name and click **Unsubscribe**.
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Related Information

- [Configuring Groups](#)

Finding a User

Procedure

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- Step 1** Log in to the [Cisco UMG GUI](#). See the [Logging In to the Cisco UMG Graphical User Interface \(GUI\)](#) module.
- Step 2** Select **Configure > Users**.
- The system displays the Configure Users page.
- Step 3** Click **Find**.
- The system displays the following fields:
- [User ID](#)
 - Name
 - Extension
- Step 4** Enter the search criteria in one or more fields and click **Find**.
- The system displays the results of your search.
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Deleting a User

Use this procedure to delete a user from the Cisco Unified SRSV system, which also deletes the user's mailbox.

**Note**

Deleting a user through the command-line interface does not delete the user's mailbox.

Procedure

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- Step 1** Log in to the [Cisco UMG GUI](#). See the [Logging In to the Cisco UMG Graphical User Interface \(GUI\)](#) module.
- Step 2** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 3** Check the box next to the user ID that you want to delete.
- Step 4** Click **Delete**.
- Step 5** Click **OK** to confirm the deletion.
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Changing Your Password

Restrictions

- Passwords should be at least 3 and no more than 32 alphanumeric characters in length.
- Use a mixture of uppercase and lowercase letters and numbers.
- Spaces are not allowed.

Procedure

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- Step 1** Log in to the [Cisco UMG GUI](#). See the [Logging In to the Cisco UMG Graphical User Interface \(GUI\)](#) module.
- Step 2** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 3** Click your name in the list of users.
- Step 4** Ensure that **Password specified below** is selected in the Password options field.
- Step 5** Enter your new password.
- Step 6** Enter your new password again for verification.
- Step 7** Click **Apply**.
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