



Configuring Users

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User Profile Fields

Table 7 lists the fields on the User Profile page.

Table 7 **User Profile Parameters**

Parameter	Description
User ID	Unique alphanumeric identifier used to identify this Cisco UMG administrator.
First Name	First name of the Cisco UMG administrator.
Last Name	Last name of the Cisco UMG administrator.
Nick Name	Optional nickname of the Cisco UMG administrator.
Display Name	Name displayed within Cisco Unified SRSV applications.
Primary E.164 Number	Primary telephone number, including area code, for the Cisco UMG administrator.
Fax Number	Fax number for the Cisco UMG administrator.
Language	Not supported. Note Although there is space to choose a language, the Cisco UMG system always uses the system default.

Table 7 **User Profile Parameters (continued)**

Parameter	Description
Password Login	When set to Enabled, allows you to log in. The system automatically sets this field to Disabled when both of the following conditions are met: - The Account Lockout Policy field on the User Defaults page is set to either Permanent or Temporary. See Configuring Account Lockout Policy. - The user unsuccessfully attempts to log into the account more times than is acceptable according to the values of the Number of Allowable Attempts and Temporary Lockout Duration fields on the Configure > User Options page. When this field is set to Disabled, only a user who is a member of the administrative group can reset it to Enabled. To reset this field to Enabled, and thus allow the user to log in again, reset the password. See Password options.
Password options	For the password used by the Cisco UMG administrator 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 Login	Not supported. Note Although there is space to set a PIN, the Cisco UMG system does not use PINs. If you set values here, they will not be used.
PIN options	Not supported. Note Although there is space to set a PIN, the Cisco UMG system does not use PINs. If you set values here, they will not be used.
PIN	Not supported. Note Although there is space to set a PIN, the Cisco UMG system does not use PINs. If you set values here, they will not be used.

Viewing a List of Users

Follow this procedure to view administrative users of the Cisco UMG system.

Procedure

Step 1 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 2** 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 all users.
- Step 3** 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 4** To sort users, click any of the headers.
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Adding a New User

Follow this procedure to add a new Cisco UMG administrator.

Procedure

- Step 1** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 2** Click **Add**.
- Step 3** Enter information into the fields. See [Table 7](#).
- Step 4** 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](#)).

Displaying or Changing a User Profile

Procedure

- Step 1** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 2** If you do not see the user, click **Find** to search for the user (see [Finding a User](#)).
- Step 3** 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 7](#).

Step 4 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** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 2** Click the name of the user whose group subscription you want to view or modify.
The system displays the User Profile page.
- Step 3** 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 4** 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 5** Enter the group ID, description, or extension number and click **Find**.
- Step 6** Check the box next to the group that you want this user to join and click **Select Rows**.
- Step 7** To unsubscribe the user from a group, check the box next to the group name and click **Unsubscribe**.
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Related Topics

- [Configuring Groups](#)

Finding a User

Procedure

- Step 1** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 2** Click **Find**.
The system displays the following fields:
- [User ID](#)

- Name
- Extension

Step 3 Enter the search criteria in one or more fields and click **Find**.
The system displays the results of your search.

Deleting a User

Follow this procedure to delete a Cisco UMG administrator.

Procedure

- Step 1** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 2** Check the check box of the user ID that you want to delete.
- Step 3** Click **Delete**.
- Step 4** Click **OK** to confirm the deletion.
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Changing Your Password

Follow this procedure to change the password of the Cisco UMG administrator.

Restrictions

- By default, passwords should be at least 3 and no more than 32 alphanumeric characters in length. However, you can change this on the Configure User Defaults page. See [Configuring Password Options](#).
- Use a mixture of uppercase and lowercase letters and numbers.
- Spaces are not allowed.

Procedure

- Step 1** Select **Configure > Users**.
The system displays the Configure Users page.
- Step 2** Click your underlined name in the list of users.
- Step 3** Ensure that **Password specified below** is selected in the Password options field.
- Step 4** Enter your new password.
- Step 5** Enter your new password again for verification.
- Step 6** Click **Apply**.
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