

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	<ol style="list-style-type: none"><li data-bbox="369 768 1267 829">1. Obtain a User Options URL, user ID, and default password from your system administrator.<li data-bbox="369 837 1267 868">2. Open a web browser on your computer, enter the URL, and log on.<li data-bbox="369 876 1267 1008">3. If prompted to accept security settings, click Yes or Install Certificate. The Cisco Unified CM 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	<ol style="list-style-type: none"><li data-bbox="369 1068 1267 1170">1. After you have logged in to your User Options web pages, choose User Options > Device. The Device Configuration page displays.<li data-bbox="369 1179 1267 1268">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. <p data-bbox="369 1276 1267 1336">Note Toolbar buttons located at the top of the Device Configuration page are specific to the selected device type.</p>
Select a configuration option after logging in	<ol style="list-style-type: none"><li data-bbox="369 1352 1267 1442">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.<li data-bbox="369 1450 1267 1510">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 71.

Using the 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 CM Address Book Synchronizer



Note You can also access PAB and Fast Dials from your phone. See [Using Personal Directory on Your Phone](#), page 66.

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	<ol style="list-style-type: none">1. Choose User Options > Personal Address Book.2. Click Add New.3. Enter information for the entry and click Save.
Assign a line button for your PAB	<p>Note Before you can assign a line button for your PAB, your system administrator must configure the phone to display services. Contact your system administrator for more information.</p> <ol style="list-style-type: none">1. Choose User Options > Device.2. Click Service URL.3. From the Button drop-down list box, choose the Personal Address Book service.4. Enter a phone label for the button and then click Save.5. To refresh the phone configuration, click Reset and then Restart. <p>You can now press the line button to access the PAB codes.</p>
Search for a PAB entry	<ol style="list-style-type: none">1. Choose User Options > Personal Address Book.2. Specify search information and click Find.

If you want to...	Then do this after you log in...
Edit a PAB entry	<ol style="list-style-type: none"> 1. Search for a PAB entry. 2. Click a name or nickname. 3. Edit the entry as needed and click Save.
Delete a PAB entry	<ol style="list-style-type: none"> 1. Search for a PAB entry. 2. Select one or more entries and click Delete Selected.

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	<ol style="list-style-type: none"> 1. Create a PAB entry. See Using Your Personal Address Book on the Web, page 72. 2. Choose User Options > Fast Dials. 3. Click Add New. 4. To find the appropriate PAB entry, use the Search Options area. 5. In the Search Results area, click a phone number. 6. Change the Fast Dial code, if desired, and click Save.
Assign a Fast Dial code to a phone number (without using a PAB entry)	<ol style="list-style-type: none"> 1. Choose User Options > Fast Dials. 2. Click Add New. 3. Change the Fast Dial code, if desired. 4. Enter a phone number and click Save.
Assign a line button for Fast Dial	<p>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.</p> <ol style="list-style-type: none"> 1. Choose User Options > Device. 2. Click Service URL. 3. From the Button drop-down list box, choose the Fast Dial service. 4. Enter a phone label for the button and then click Save. 5. To refresh the phone configuration, click Reset and then Restart. <p>You can now press the line button to access the Fast Dial codes.</p>
Search for a Fast Dial entry	<ol style="list-style-type: none"> 1. Choose User Options > Fast Dials. 2. Specify search information and click Find.

If you want to...	Then do this after you log in...
Edit a Fast Dial phone number	<ol style="list-style-type: none"> 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 and click Save.
Delete a Fast Dial entry	<ol style="list-style-type: none"> 1. Search for a Fast Dial. 2. Select one or more entries and click Delete Selected.

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. These 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. Entries from your Microsoft Windows Address Book will then be accessible on your Cisco Unified IP Phone and User Options web pages. 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



Note For help using speed-dial features, see [Speed Dialing, page 39](#).







If you want to...	Then do this after you log in...
Set up speed-dial buttons	<ol style="list-style-type: none"> 1. Choose User Options > Device. 2. From the Name menu, choose a phone and click Speed Dials. 3. Enter a number and label for a speed-dial (programmable) button on your phone and click Save. <p>Note Your phone uses the ASCII Label field.</p>

If you want to...	Then do this after you log in...
Set up Abbreviated Dialing	<ol style="list-style-type: none"> 1. Choose User Options > Device. 2. From the Name menu, choose a phone and click Speed Dials. 3. Enter a number and label for an Abbreviated Dialing code. 4. Click Save.
Set up Fast Dials	<p>See Configuring Fast Dials on the Web, page 73.</p> <p>You can also set up Fast Dials on your phone. See Using Personal Directory on Your Phone, page 66.</p>

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	<ol style="list-style-type: none"> 1. Choose User Options > Device. 2. From the Name menu, choose a phone and click Phone Services. 3. Click Add New. 4. Choose a service from the drop-down list and click Next. 5. Change the service label and/or enter additional service information, if available (optional). 6. Click Save.
Search for services	<ol style="list-style-type: none"> 1. Select a device. 2. Click Phone Services. 3. Click Find.
Change or end services	<ol style="list-style-type: none"> 1. Search for services. 2. Select one or more entries. 3. Click Delete Selected.
Change a service name	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Choose User Options > Device. 2. Choose a phone from the Name drop-down menu. 3. Click Service URL. <p>Note If you do not see this option, ask your system administrator to configure a service URL button for your phone.</p> <ol style="list-style-type: none"> 4. Choose a service from the Button Service drop-down list. 5. If you want to rename the service, edit the label fields and click Save. <p>Note If your phone does not support double-byte character sets, it uses ASCII Label fields.</p> <ol style="list-style-type: none"> 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	<p>If only one service is configured, the service opens by default.</p> <p>If more than one service is configured, select an option from the menu on the screen.</p> <p>Select a service using one of these buttons:</p> <p>Programmable phone button:</p> <p> () > Services.</p> <p>Feature buttons:</p> <p> Messages</p> <p> Services</p> <p> Directories</p> <p>Note The services available for your phone depend on the phone system configuration and the services you subscribed to. Ask your system administrator for more information.</p>

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	<ol style="list-style-type: none"> 1. Choose User Options > User Settings. 2. In the Browser Password area, enter information and click Save.
Change your PIN	<ol style="list-style-type: none"> 1. Choose User Options > User Settings. 2. In the Phone PIN area, enter information and click Save.
Change the language (locale) for your User Options web pages	<ol style="list-style-type: none"> 1. Choose User Options > User Settings. 2. In the User Locale area, choose an item from the Locale list and then click Save.
Change the language (locale) for your phone screen	<ol style="list-style-type: none"> 1. Choose User Options > User Settings. 2. Choose an item from the User Locale list and 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 31.
- Change rings, display, and other phone-model specific settings—see [Changing Phone Settings](#), page 59.

If you want to...	Then do this after you log in...
Set up call forwarding per line	<ol style="list-style-type: none"> 1. Choose User Options > Device. 2. From the Name menu, choose a phone and click Line Settings. 3. If you have more than one directory number (line) assigned to your phone, choose a line from the Line drop-down menu. 4. In the Incoming Call Forwarding area, choose call forwarding settings for various conditions and click Save.
Change the voice message indicator (lamp) setting per line	<ol style="list-style-type: none"> 1. Choose User Options > Device. 2. From the Name menu, choose a phone and click Line Settings. 3. If you have more than one directory number (line) assigned to your phone, choose a line from the Line drop-down menu. 4. In the Message Waiting Lamp area, choose from various settings and click Save. <p>Note 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.</p>
Change the audible voice message indicator setting per line	<ol style="list-style-type: none"> 1. Choose User Options > Device. 2. From the Name menu, choose a phone and click Line Settings. 3. If you have more than one directory number (line) assigned to your phone, choose a line from the Line drop-down menu. 4. In the Audible Message Waiting Indicator area, choose from various settings and click Save. <p>Note 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.</p>
Change or create a line text label that appears on your phone screen	<ol style="list-style-type: none"> 1. Choose User Options > Device. 2. From the Name menu, choose a phone and click Line Settings. 3. If you have more than one directory number (line) assigned to your phone, choose a line from the Line drop-down menu. 4. In the Line Text Label area, enter a text label and click Save. (If the phone does not support a double-byte character set, it uses ASCII Label fields.)