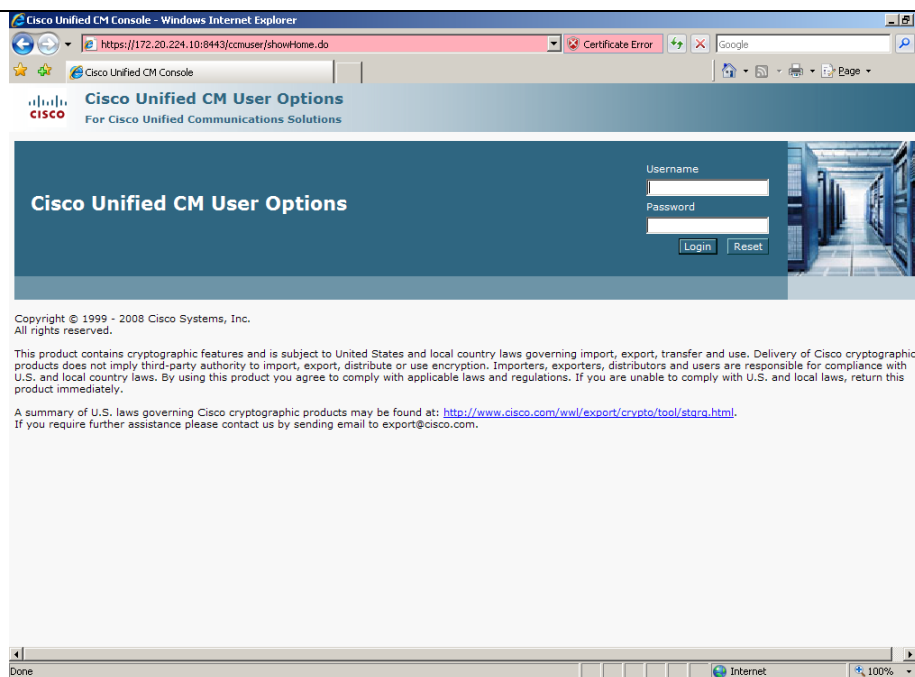


Cisco Unified CM User Options Website Cheat Sheet

To access the Cisco Unified CM User Options website:

- Browse to <https://172.20.224.10/ccmuser>
- Enter your Active Directory username in the Username field
- Enter your Active Directory password in the Password field.



Cisco Unified CM User Options Website Cheat Sheet

To subscribe to the FastDials and Personal Address Book services to where they can be accessed from the *Services* button on your phone, click on **User Options, Device**.

Click on **Phone Services**. Then, click **Find** to bring up the services that are subscribed to your phone. Click on the **FastDials** service. A window will come up with the *pin* and *userid* fields blank. Enter your PIN, which is "12345" by default and enter the same user ID you use to login to your computer. Click **Save** when finished.

Follow the exact same process from the beginning for the **Personal Address Book** service. This will allow both of these services to be accessed from your Cisco IP phone by pressing the *Services* button without having to enter the user ID and PIN.

The screenshot displays the Cisco Unified CM User Options website interface. The browser title is "Device Configuration - Windows Internet Explorer". The address bar shows a URL starting with "https://172.20.224.10:8443/ccmuser/deviceEdit.do?". The page header includes the Cisco logo and "Cisco Unified CM User Options For Cisco Unified Communications Solutions". The user is logged in as "uccxadmin".

The main content area is titled "Device Configuration" and includes a "Related Links" section with a "Back To Find/List" button. Below this are navigation tabs: "Save", "Reset", "Line Settings", "Speed Dials", "Phone Services", and "Service URL".

The "Status" section shows "Status: Ready". The "Device" section contains a dropdown menu for "Name" (selected: SEP002584189ECD), "Model" (Cisco 7962), and "Description" (SEP002584189ECD). A link for "User Guide" is provided.

The "Do Not Disturb" section includes a checkbox for "Do Not Disturb", a dropdown for "DND Option*" (selected: Use Common Phone Profile Setting), and a dropdown for "DND Incoming Call Alert" (selected: < None >).

At the bottom, there are buttons for "Save", "Reset", "Line Settings", "Speed Dials", "Phone Services", and "Service URL". A note indicates that "*" indicates a required item.

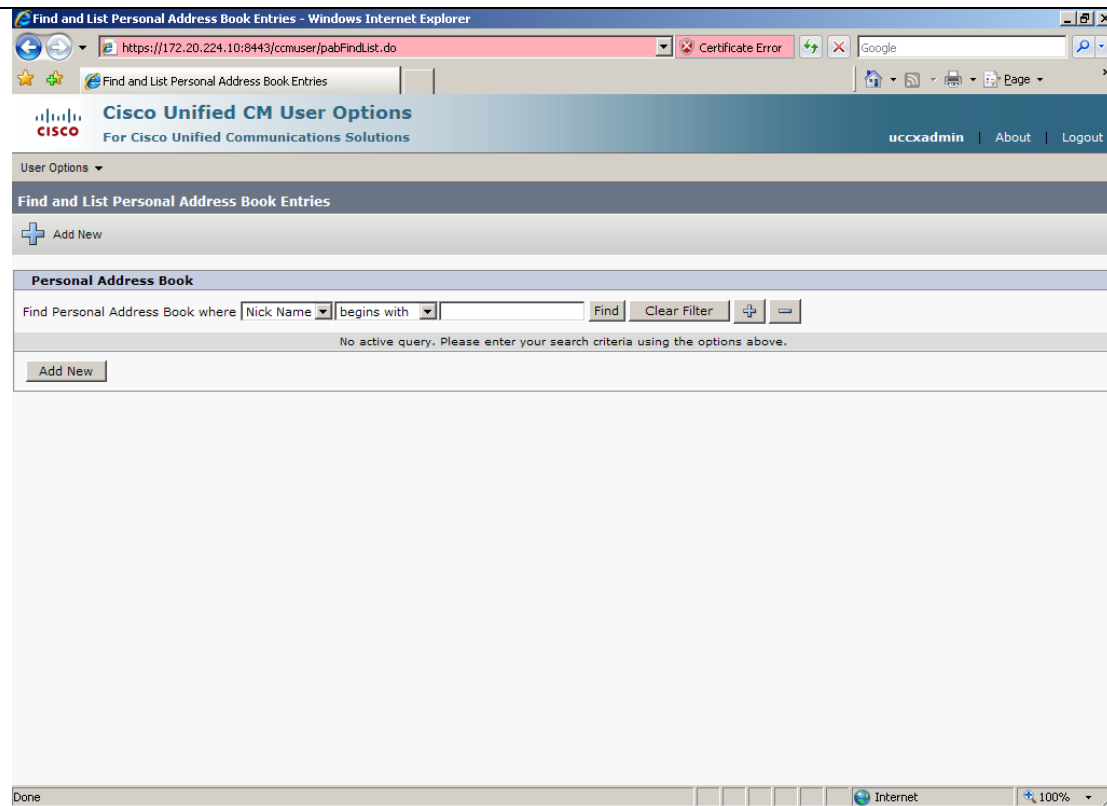
Cisco Unified CM User Options Website Cheat Sheet

To add entries into the Personal Address Book, click on **User Options, Personal Address Book**. This is the page you will see to add new entries or modify existing entries.

To add a new entries, click **Add New**

To find existing entries, select the search parameter from the dropdown box to the right of “Find Personal Address Book where”. Select either **Nick Name, First Name, or Last Name**. Enter the information you are using to search and click **Find**.

If you click **Find** without entering any information all entries will be displayed.



The screenshot shows a web browser window titled "Find and List Personal Address Book Entries - Windows Internet Explorer". The address bar shows the URL "https://172.20.224.10:8443/ccmuser/pabFindList.do". The page header includes the Cisco logo and the text "Cisco Unified CM User Options For Cisco Unified Communications Solutions". The user is logged in as "uccxadmin". The main content area is titled "Find and List Personal Address Book Entries" and features an "Add New" button. Below this is a section for the "Personal Address Book" with a search form. The search form includes a dropdown menu for "Find Personal Address Book where" (currently set to "Nick Name"), a text input field for "begins with", and buttons for "Find", "Clear Filter", and a zoom icon. A message below the search form states: "No active query. Please enter your search criteria using the options above." There is also an "Add New" button at the bottom of the search section. The browser status bar at the bottom shows "Done" and "Internet" with a zoom level of 100%.

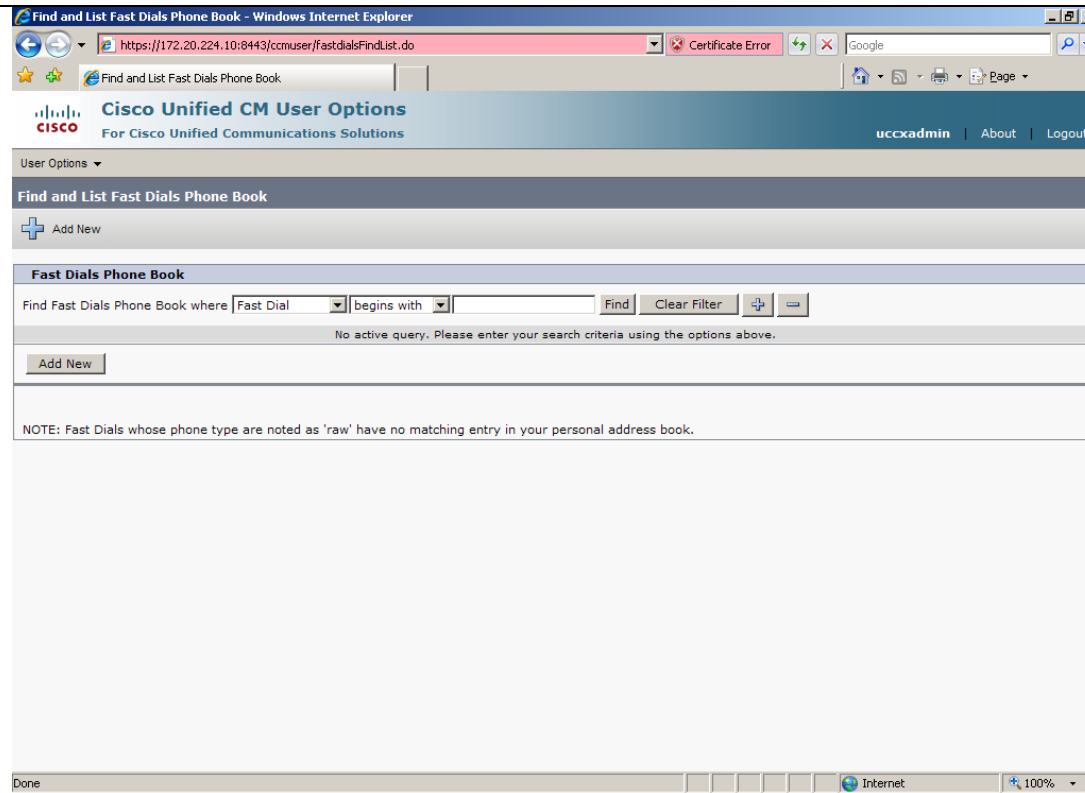
Cisco Unified CM User Options Website Cheat Sheet

To assign a Personal Address Book entry as a FastDial, click on **User Options, FastDials**.

To add a new entries, click **Add New**. To add a FastDial without using an existing Personal Address Book entry, simply enter the Fast Dial position and Phone Number. If Personal Address Book entries were performed via the webpage, they have been assigned FastDial positions already.

To find existing FastDials entries, select the search parameter from the dropdown box to the right of "Find Fast Dials Phone Book where". Select either **Phone Number, Nick Name, First Name, or Last Name**. Enter the information you are using to search and click **Find**.

If you click **Find** without entering any information all entries will be displayed.



Cisco Unified CM User Options Website Cheat Sheet

To change Line Settings to set Call Forward options click on **User Options, Device**.

Click on **Line Settings**. Click the checkbox that says **Forward all calls to**, then click the **“This Number”** radio button. Put the number in the empty box to which these calls should be forwarded. The number must be put in exactly as it would be dialed from the Cisco IP phone system.

The screenshot shows the Cisco Unified CM User Options website in a Windows Internet Explorer browser. The page title is "Line Settings Configuration - Windows Internet Explorer". The address bar shows the URL: <https://172.20.224.10:8443/ccmuser/lineSettingsEdit.do?key=154ad33d-fd5f-c006-f089-33f5cfb3e77>. The page header includes the Cisco logo and "Cisco Unified CM User Options For Cisco Unified Communications Solutions". The user is logged in as "ucxadmin".

The main content area is titled "Line Settings Configuration" and includes a "Related Links: Back To Find/List" button. Below this are several sections:

- Line Information:** Line: 2001 - Line 1
- Incoming Call Forwarding:** Forward all calls to. Radio buttons: Voice Mail, This Number []
- Message Waiting Lamp:** Message Waiting Lamp Policy* Use System Policy
- Audible Message Waiting Indicator:** Audible Message Waiting Indicator Policy* Off
- Ring Settings:** Ring Setting (Phone Idle) * Use System Default, Ring Setting (Phone Active) Use System Default

At the bottom, there are buttons for "Save", "Device", "Speed Dials", "Phone Services", and "Service URL". A note at the bottom left says "i *- indicates required item." The browser status bar shows "Done" and "Internet" with a zoom level of 100%.