



NAME \_\_\_\_\_

## CISCO CALLMANAGER USER OPTIONS WEB PAGE

You can access the CCM User Options Web Page to customize your phone.

### LOG IN TO THE USER OPTIONS WEB PAGE

1. Access the internet
2. Enter URL <http://ccm01.csusb.edu/ccmuser/logon.asp>
  - ↳ The Cisco CallManager User Options Log On page appears.
3. Enter User ID: \_\_\_\_\_
4. Enter password: \_\_\_\_\_
5. Click **Log on**

**Cisco CallManager User Options Log On**

Please enter your User ID and Password in the spaces provided below and click the Log On button to continue.

**Status: Ready**

User ID\*

Password\*

\* indicates required item

View page in

- ↳ The Cisco CallManager User Options Menu page appears.

**Cisco CallManager User Options Menu**

**Welcome Greg**

Select a device or device profile to configure:

The following options are available for SEP001280F3A9E4 (Greg Stafford):

- **Forward** all calls to a different number
- Add/Update your **Speed Dials**
- Configure your Cisco **IP Phone Services**
- Configure your Cisco **Personal Address Book**
- Change the **Message Waiting Lamp** policy for your phone
- Change the **Locale for this phone**
- Change the **Locale** for your device profile(s) and these web pages
- Change your **Password**
- Change your **PIN**

Click one of the options above to continue.

To Log Off

Use the Links at the bottom of the pages to navigate CCM User:

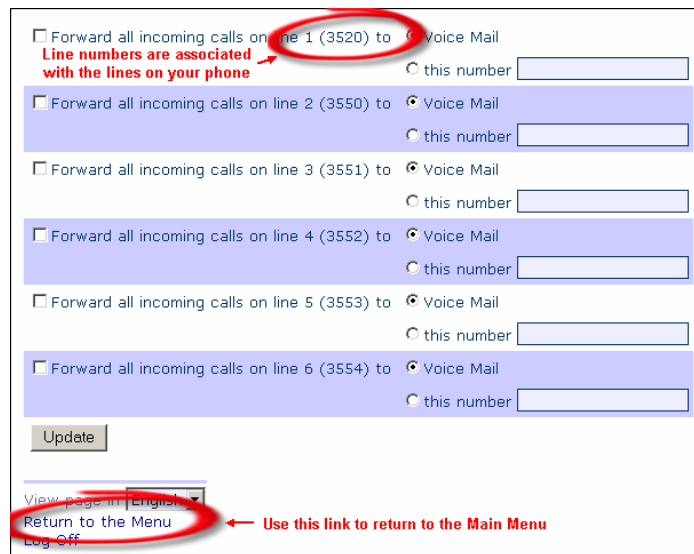


Click one of the desired options from the available list:

- **Forward** all calls to a different number
- Add/Update your **Speed Dials**
- Configure your Cisco **IP Phone Services**
- Configure your Cisco **Personal Address Book**
- Change the **Message Waiting Lamp** policy for your phone
- Change the **Locale for this phone**
- Change your **Password**
- Change your **PIN**

### CALL FORWARD

1. Select **Forward** All Calls To A Different Number
2. Check the boxes for lines to be forwarded
3. Check the Voice Mail option radio button **or** Enter a forwarding number
4. Click **Update**
  - Forwarded phone does not ring



### **To Cancel Forwarding**

- > clear the check box

## PERSONAL ADDRESS BOOK

### Configure Your Personal Address Book

1. Select **configure your CISCO Personal Address Book**
2. Select **Add a New Entry**

### Find/List Address Book Entries

Find and list users using the following options:

Last Name	First Name	Nickname	
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input type="button" value="Find"/> <input type="button" value="Clear"/>
Show <input style="width: 30px;" type="text" value="10"/> items per page			
<a href="#">New search</a>   <a href="#">Fast Dials</a>   <a href="#">Add a New Entry</a>			
<a href="#">View page in English</a> <a href="#">Return to the Menu</a> <a href="#">Log Off</a>		<span style="color: red;">To add a new entry</span>	
		<span style="color: red;">To Return to the Main Menu</span>	

3. Complete entries as desired \* identifies required fields.
4. Click **Insert**.
5. Click **Update**. From here you can either:
  - Press add a **new entry** to add another entry **OR**
  - Press Fast Dials to go to **Fast Dials**

**Status: Ready**

First Name*	<input style="width: 90%;" type="text" value="Dawes"/>
Last Name*	<input style="width: 90%;" type="text" value="Transport LA"/>
Nickname	<input style="width: 90%;" type="text" value="Los Angelos"/>
E-mail	<input style="width: 90%;" type="text"/>
Home Phone	<input style="width: 90%;" type="text"/>
Work Phone	<input style="width: 90%;" type="text" value="8006951699"/>
Mobile Phone	<input style="width: 90%;" type="text"/>

\* indicates required item

### Search for a User

1. Select **configure your CISCO Personal Address Book**
2. begin to enter either First **OR** Last Name
3. click **Find**

### Edit Entries

1. Select **configure your CISCO Personal Address Book**
2. do a search, click **Find**
3. click on the entry to edit and make changes
4. click **Update**

## FAST DIALS

### Add a New Fast Dial Entry

1. Select **configure your CISCO Personal Address Book**
2. click **Fast Dials**

3. click **(Unassign)** to assign a New Entry

<input type="checkbox"/>	Index	Description
<input type="checkbox"/>	1	W - Illinois ← From Personal Address Bk
<input type="checkbox"/>	2	14143626920 ← Number Entered Directly into Fast Dial
	3	(Unassigned)
	4	(Unassigned)
	5	(Unassigned) ← Unassigned
	6	(Unassigned)

4. check either:
  - Personal Book Address Book Entry
  - **OR** Enter a directory number
5. if necessary select a telephone number ▼ from the drop down box
6. press **Insert**

### Add a New Fast Dial Entry

**Status: Ready**

**Fast Dial Association**

Index 1

**Directory Number Association**

Choose a Directory Number from your Personal Address Book or enter a Directory Number

Personal Address Book Entry

Transport IL, Dawes

Transport LA, Dawes

Choose a directory number for the selected Address Book Entry

W - 8002523617 ▼

Enter a directory number

From your Personal Directory Entry
OR
Enter a Number

## CHANGE YOUR PASSWORD

1. Select **Change Your Password**
2. Enter your Current Password
3. Enter your New Password (twice) to confirm
4. Click **Update**

### Change Your Password

Use this page to change the password you use to log on to Cisco IP Phone services and this web site. Your password must be from 5 to 20 characters (no spaces or quotes). You must enter your current password to change it.

**Status: Ready**

Current Password\*  ← Change Your Password to Log Into CCM User

New Password\*

Confirm Password\*

\* indicates required item

Update

ADD/UPDATE YOUR SPEED DIALS

1. You will have a Speed Dial entry space in CCM User for each line key on your phone that is available to program.
2. Select **Add/Update Your Speed Dials**
3. Enter the Speed Dial **Number**
4. Enter the **Name** that you want to display on your phone
5. Click **Update**
6. The LCD on your phone will display the text name you entered in CCM User.
7. To use your speed dial, **Press** the associated key.

Speed Dial 1	<input type="text" value="913302254427"/>	Display Text	<input type="text" value="Michelle"/>
Speed Dial 2	<input type="text" value="912169311212"/>	Display Text	<input type="text" value="Weather"/>
Speed Dial 3	<input type="text"/>	Display Text	<input type="text"/>
Speed Dial 4	<input type="text"/>	Display Text	<input type="text"/>