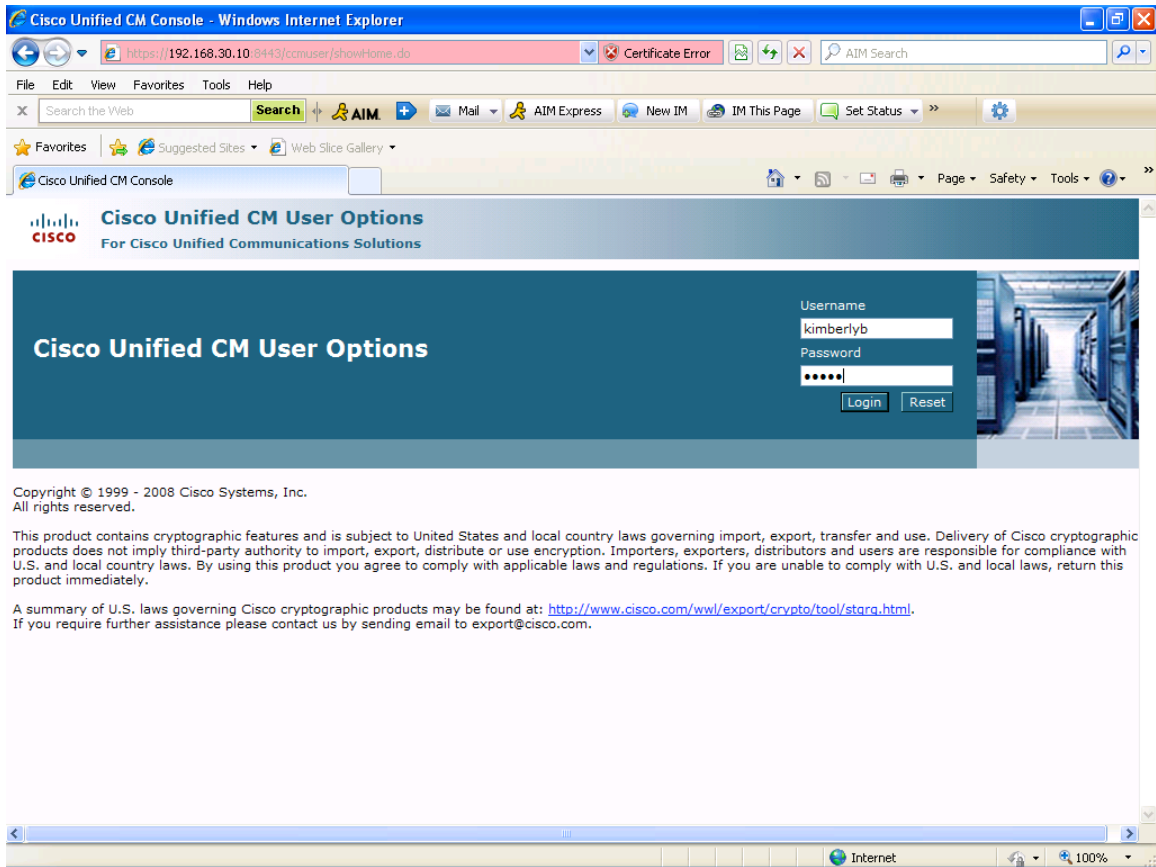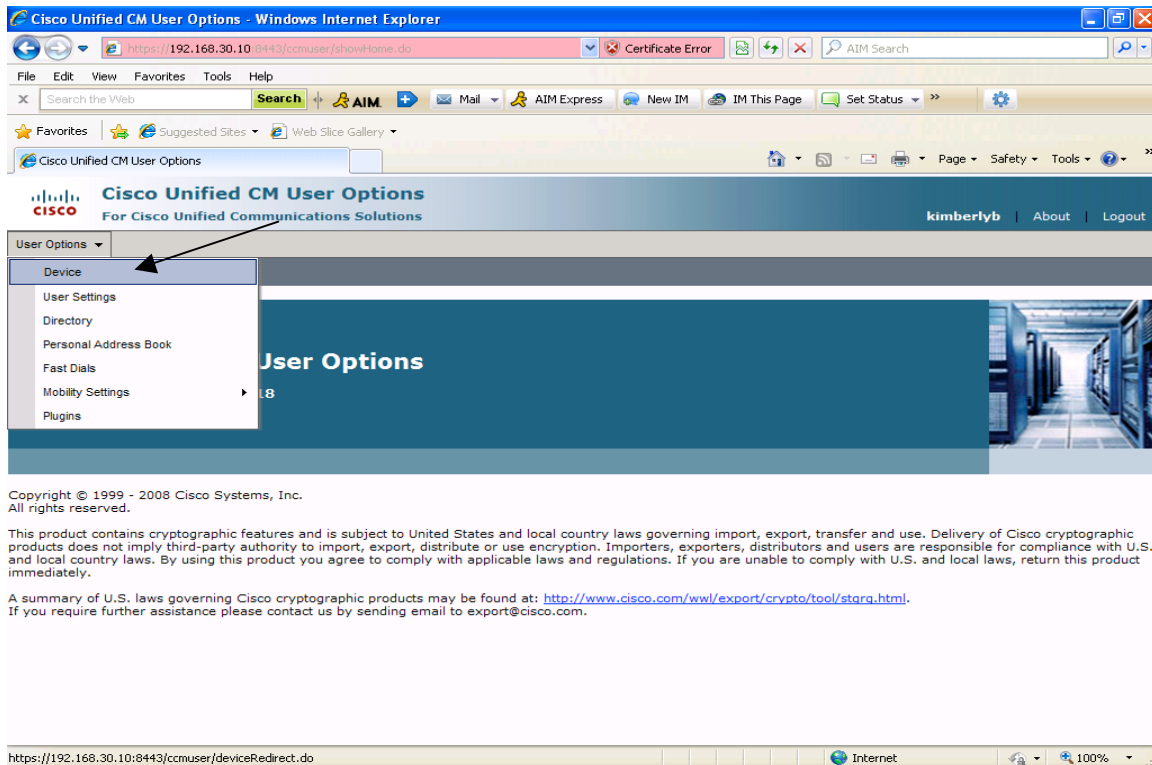# Cisco Unified CM User Options

- Open your browser and type **CCMUSER** and press Enter.
- ***You may have to click "continue to this website" if you get a security page.
- Enter your network Username/Password on the login page.
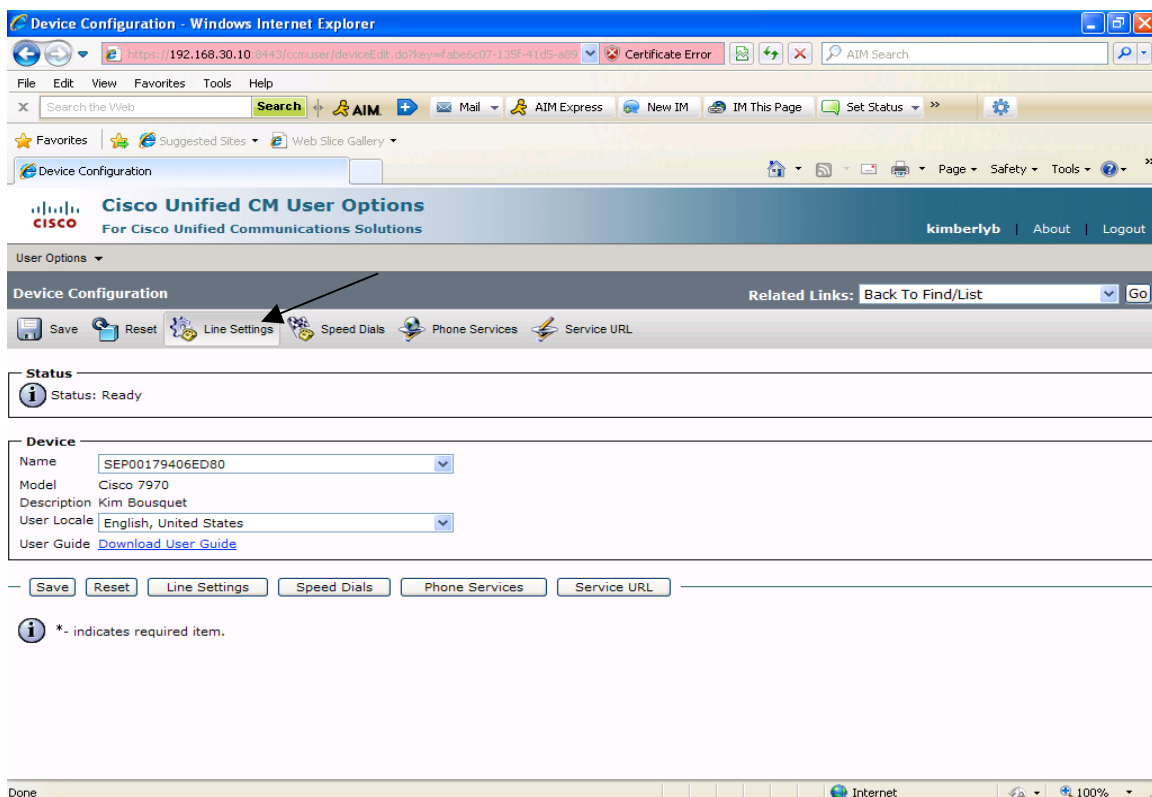- Click on Login

DEVICE:

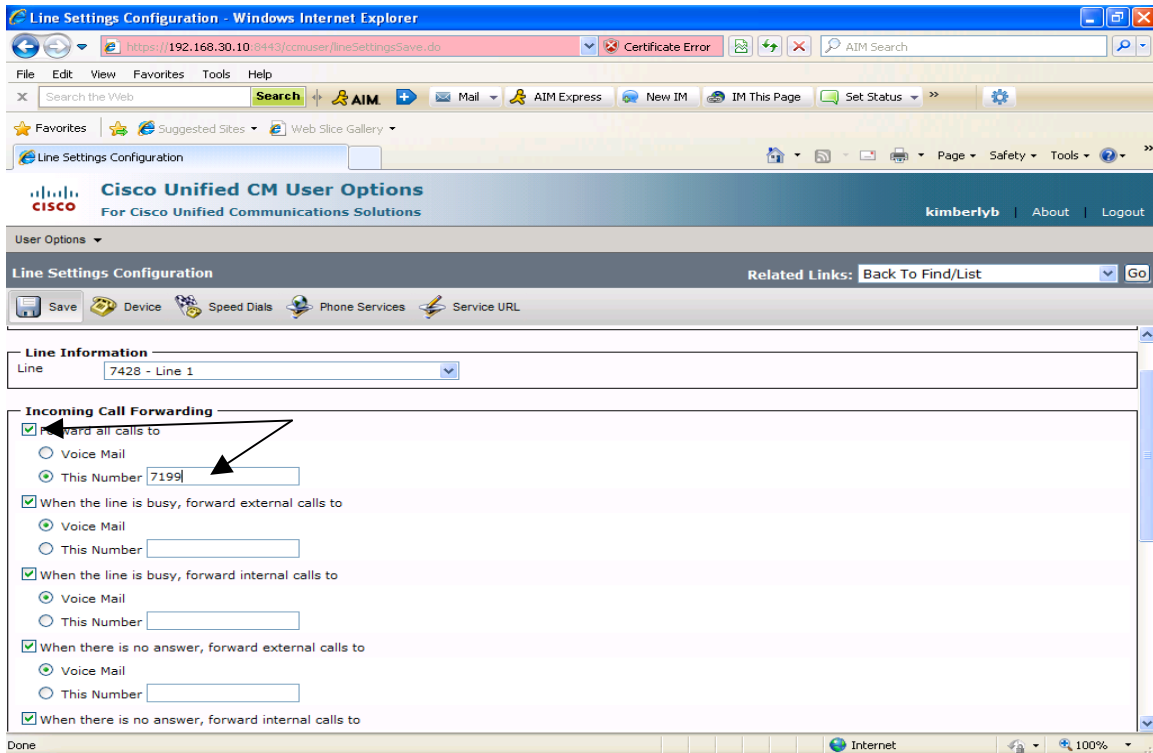Call Forwarding, Change Voicemail Notifications, Create Speed Dials & Abbreviated Dials, and Other Phone Services

1. Click the 'User Options' drop down arrow
2. Click on 'Device'

Call Forwarding & Voicemail Notifications:

3. Click on 'Line Settings'
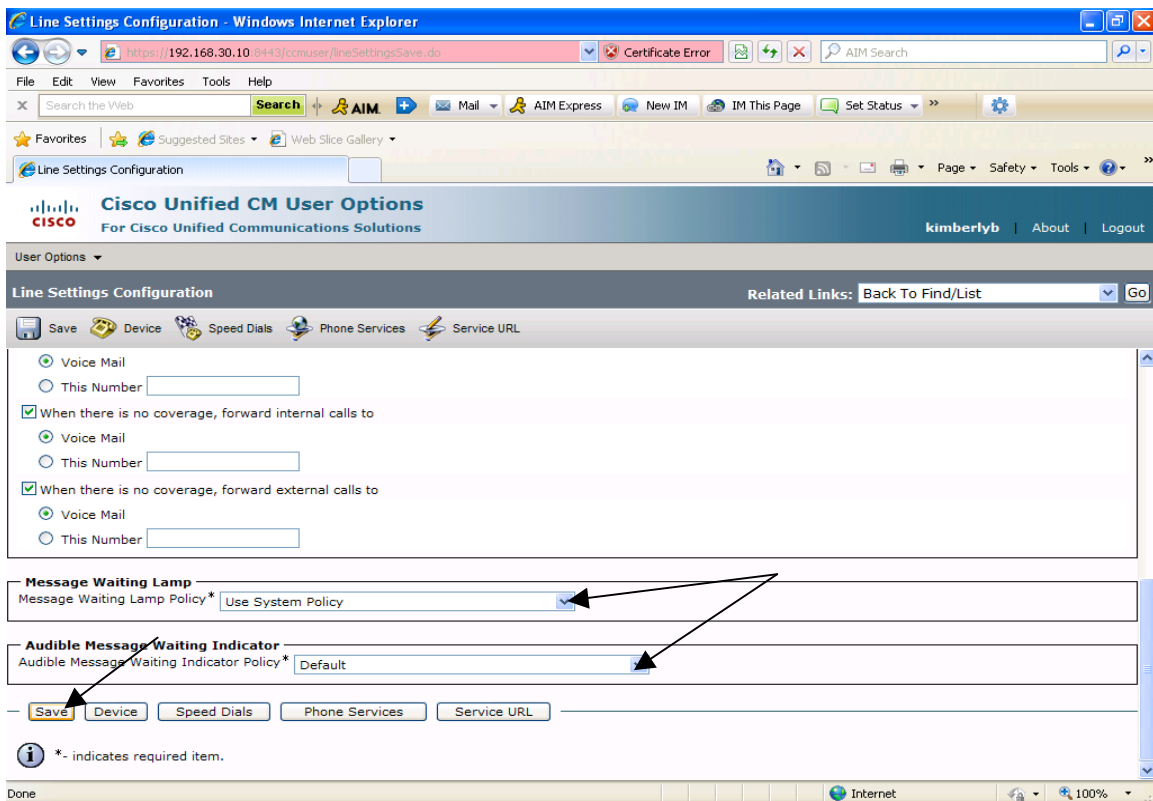

4. Forward incoming calls to your voicemail box or to another phone number

5. Change voicemail message notifications
6. Then click the 'Save'

Adding Speed Dials & Abbreviated Dials:
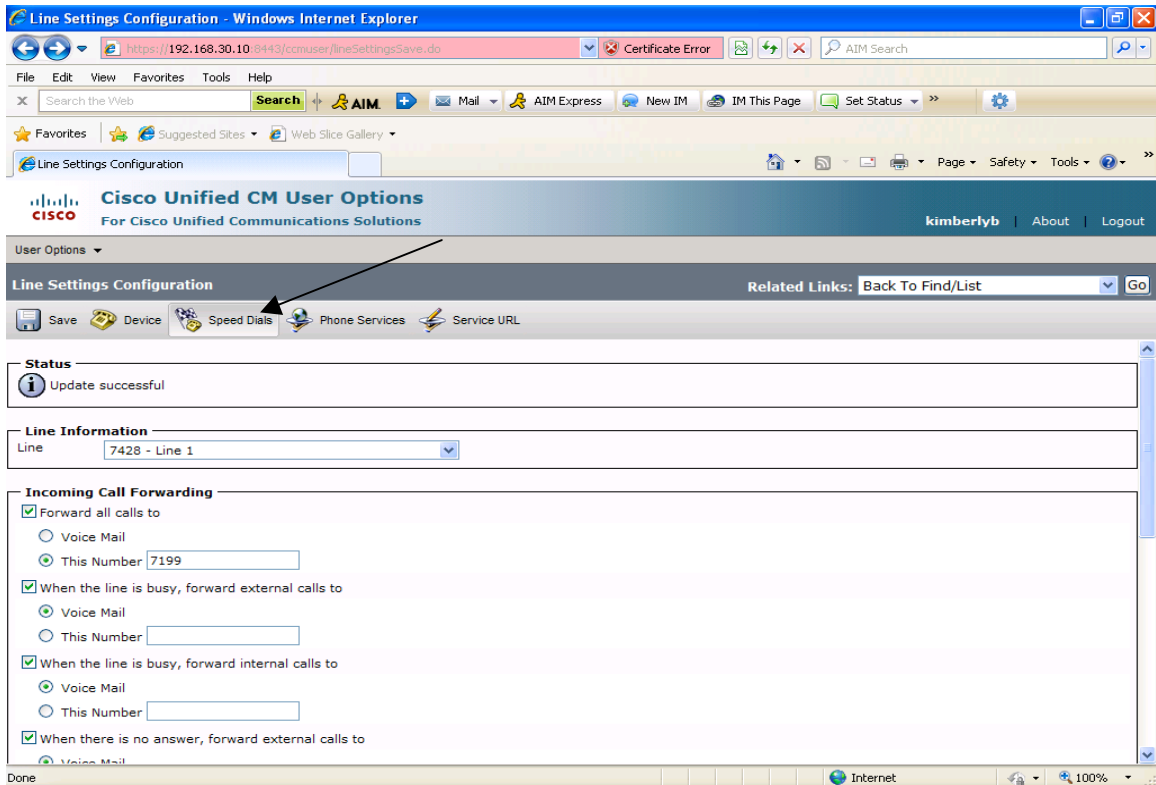
7. Click on 'Speed Dials'
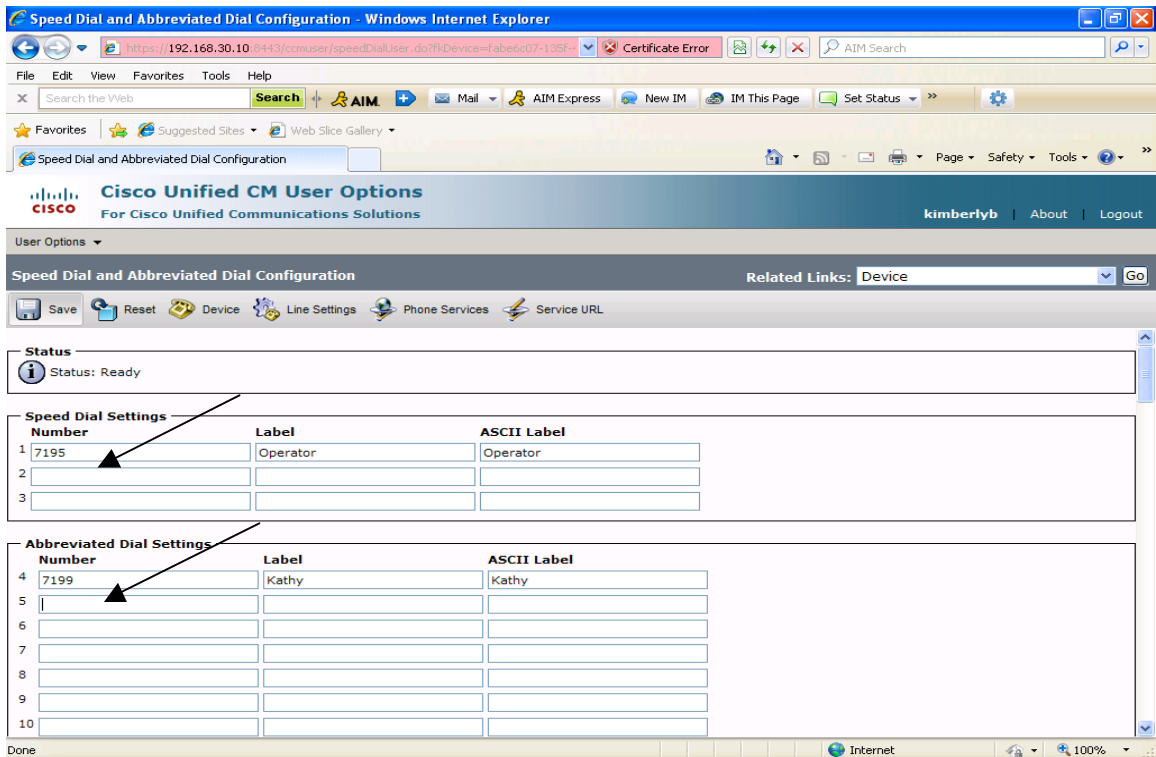
8. Enter the phone number in the Number field and the name in the Label field, these Speed Dials will display on the LCD screen of the IP Cisco phone.

9. Abbreviated Dials are Speed Dials. On your IP Cisco phone dial the number that is associated with the number you wish to call, then press the 'AbbrDial' softkey button.

10. Then click 'Save'

Subscribing to Phone Services:
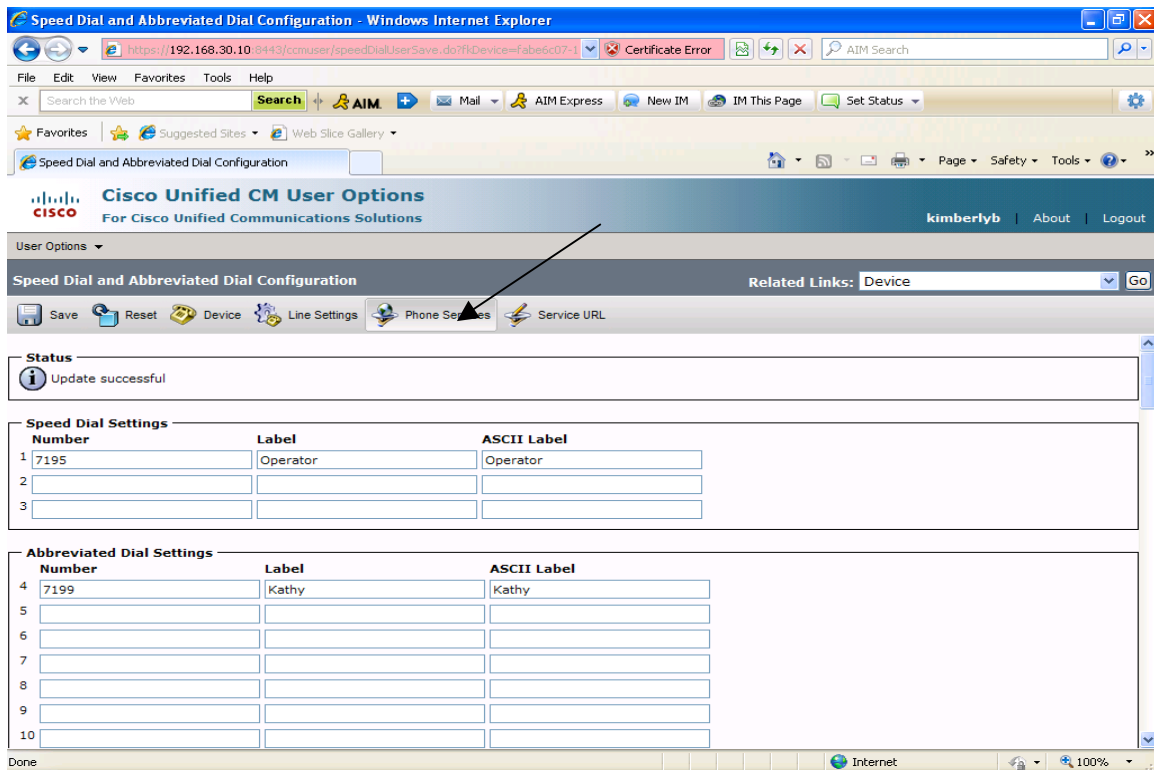
11. Click on 'Phone Services'
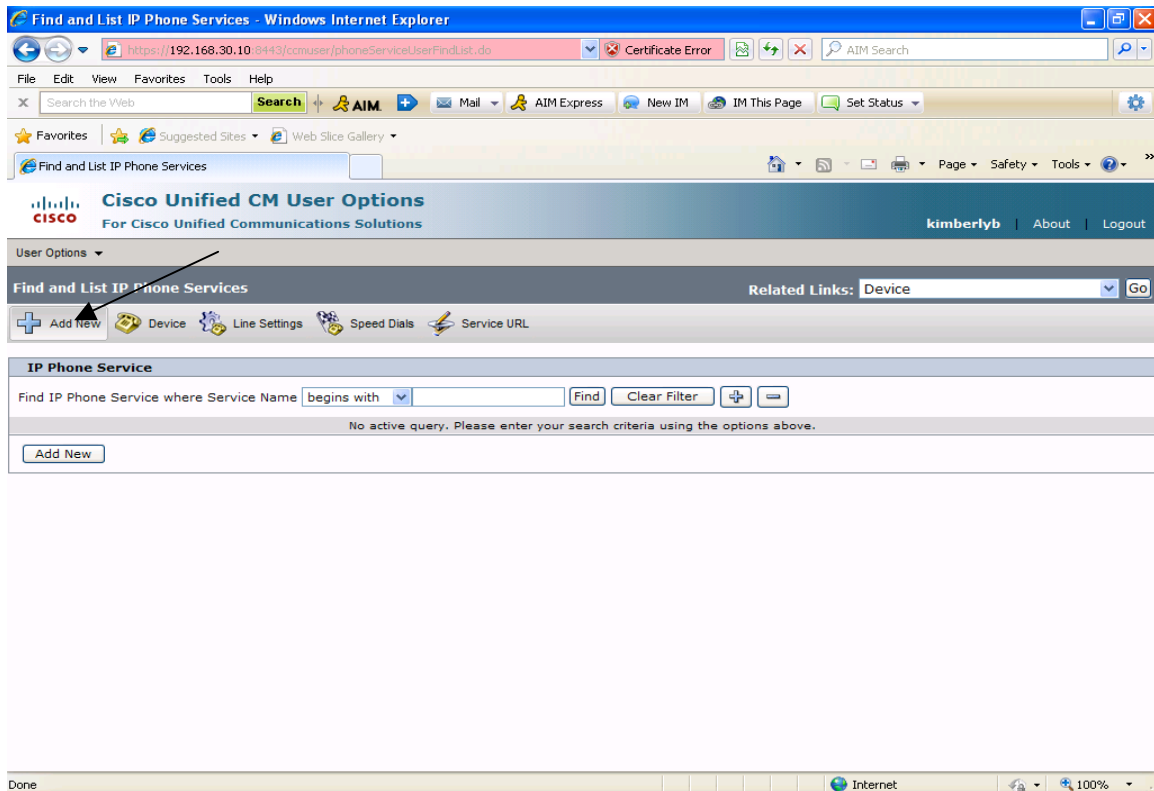
12. Click on 'Add New'
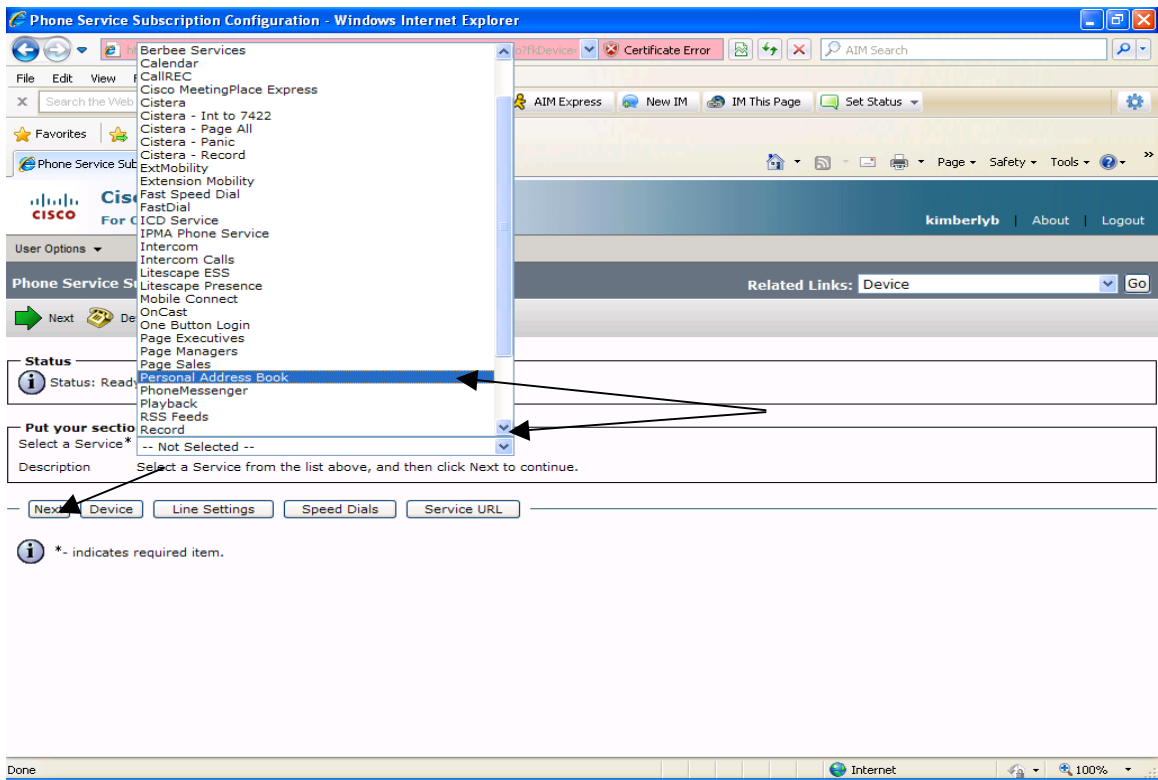
13. Click on 'Select a Service' drop down menu
14. Select the service you wish to add to your phone
15. Click 'Next'
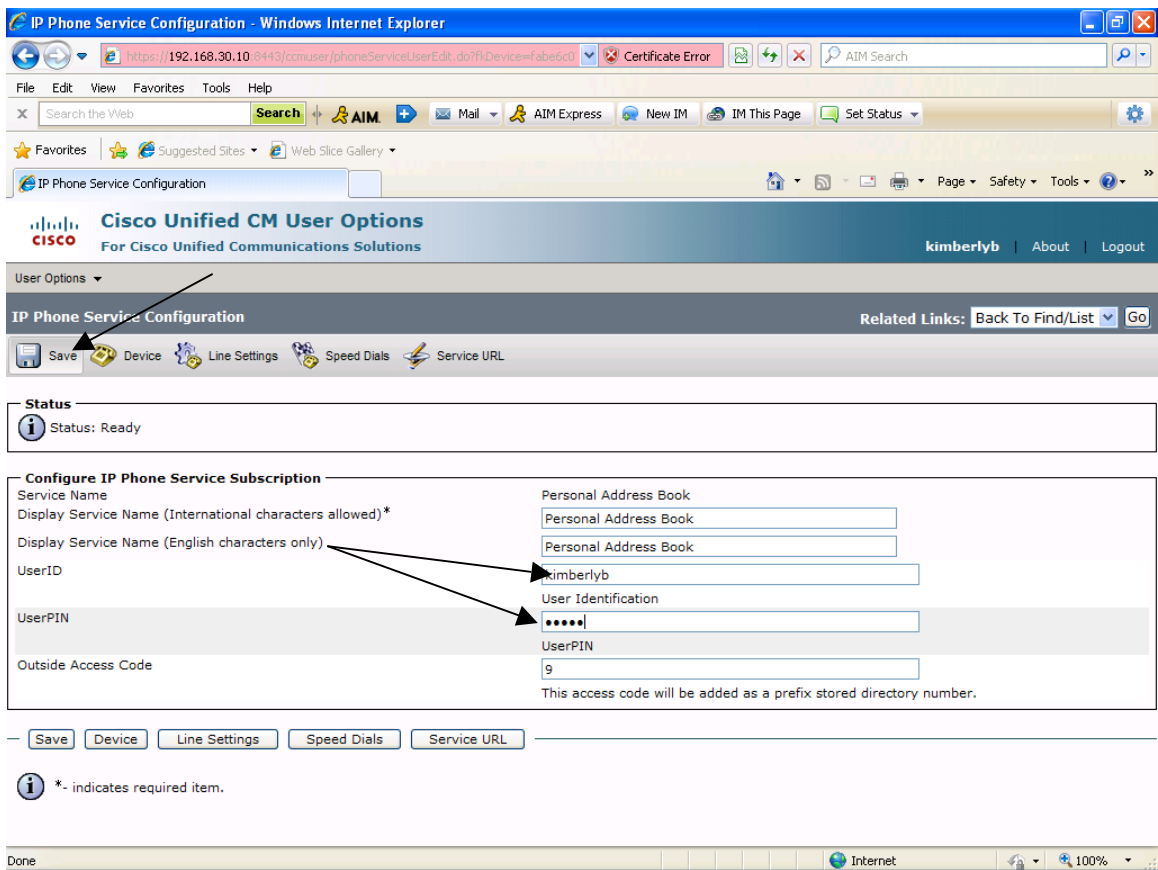
16. Enter any required information into the fields
17. Click 'Save'

USER SETTINGS:
Change Web Interface Password and Phone PIN
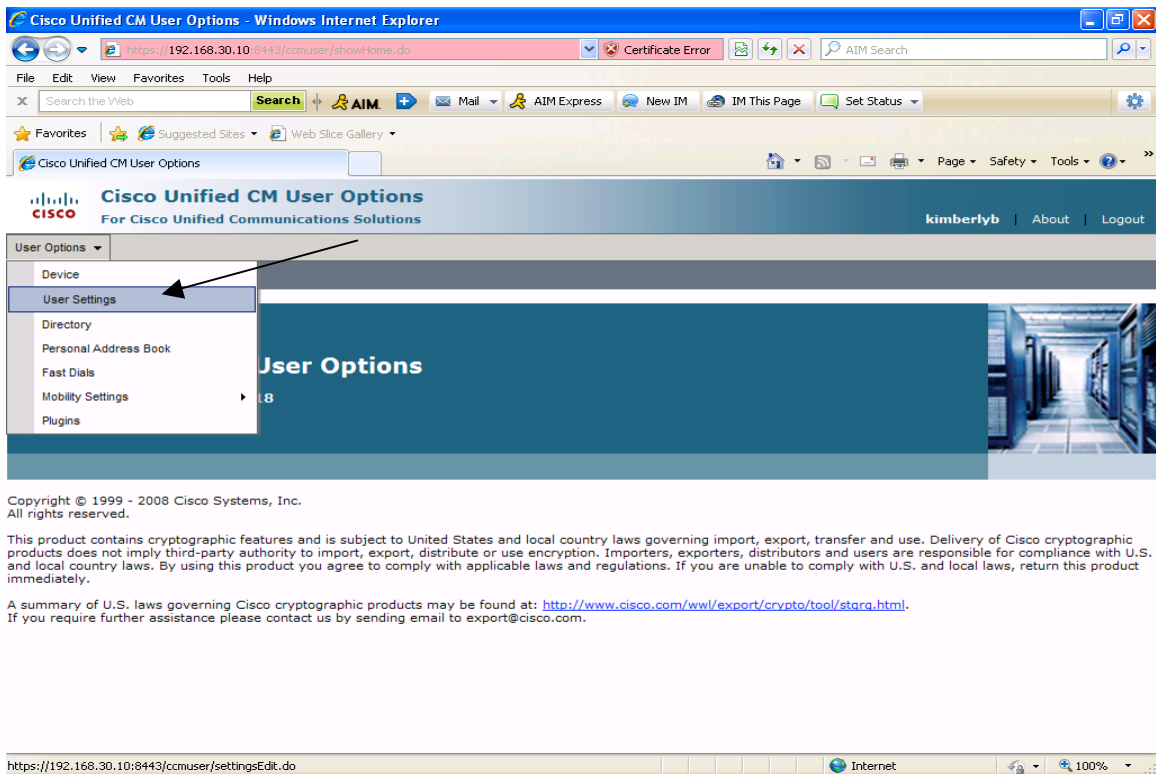
1. Click the 'User Options'
2. Then click on 'User Settings'
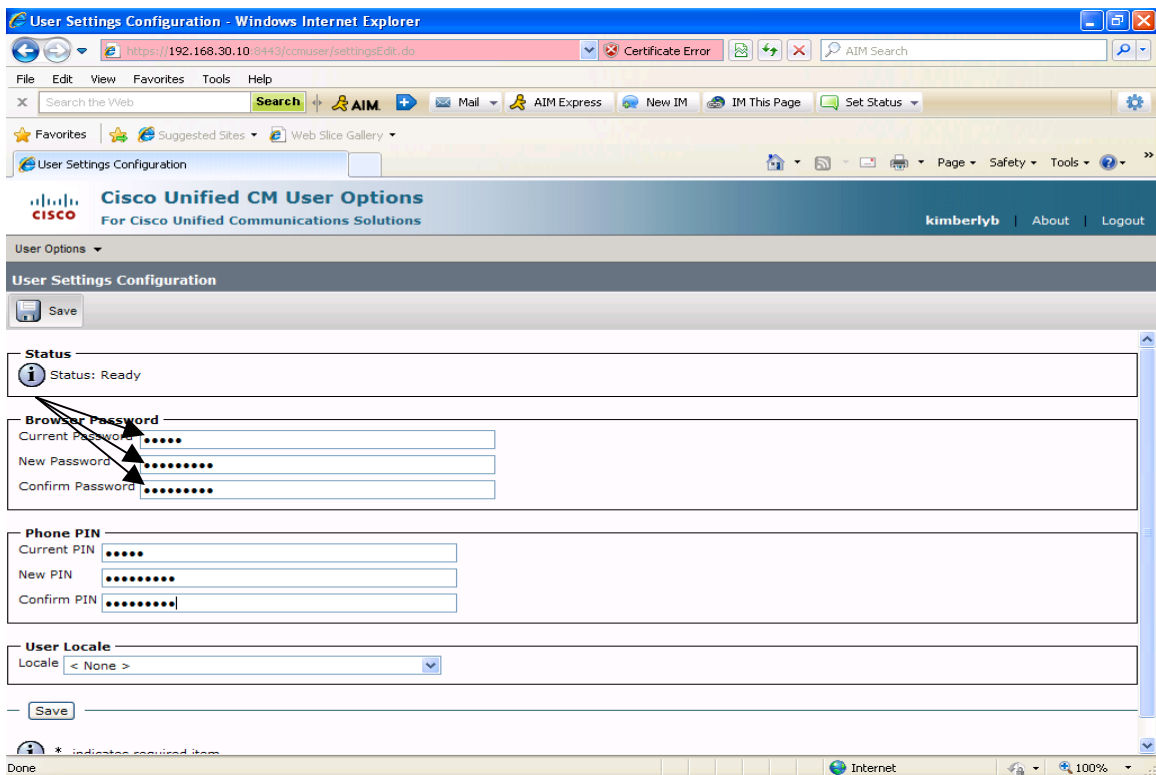
3. Enter your current password in the 'Browser Password' field
4. Then enter the new password in the 'New Password' and 'Confirm Password' fields
5. Follow the same steps for changing the 'Phone PIN'
6. Then click the 'Save' button

DIRECTORY:

Look up and call people in the Company Directory
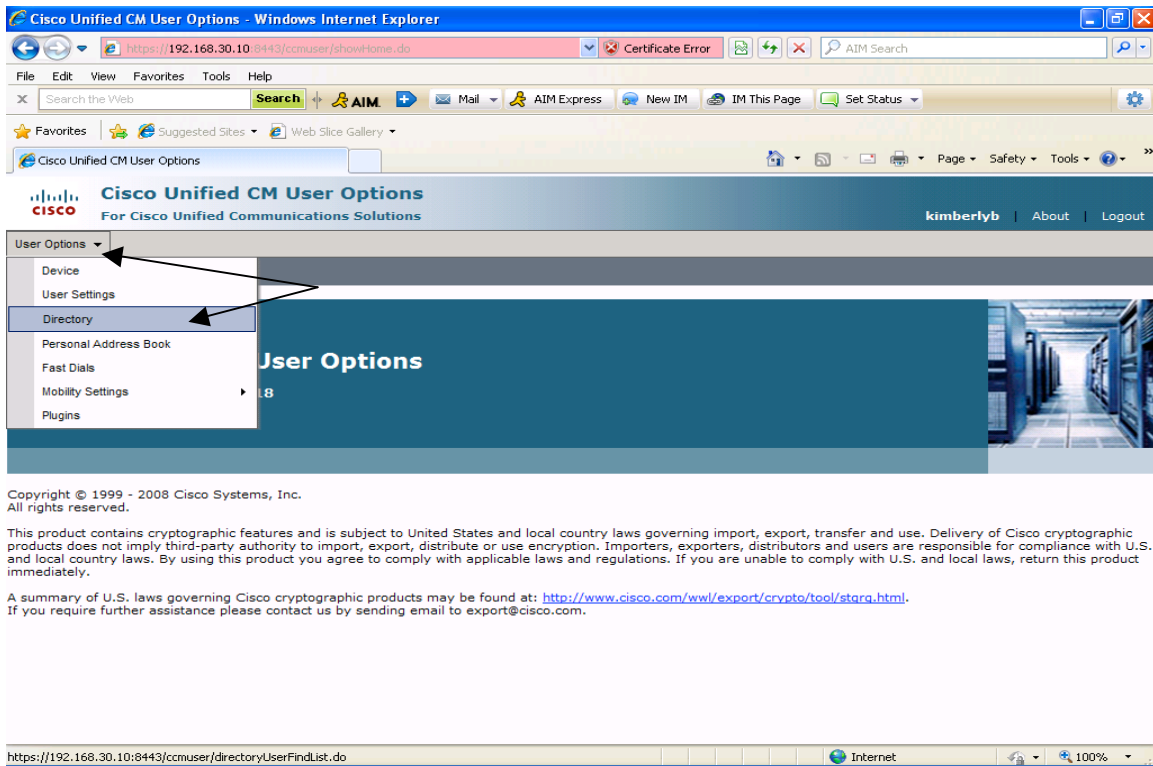
1. Click the 'User Options' drop down arrow
2. Then click on 'Directory'
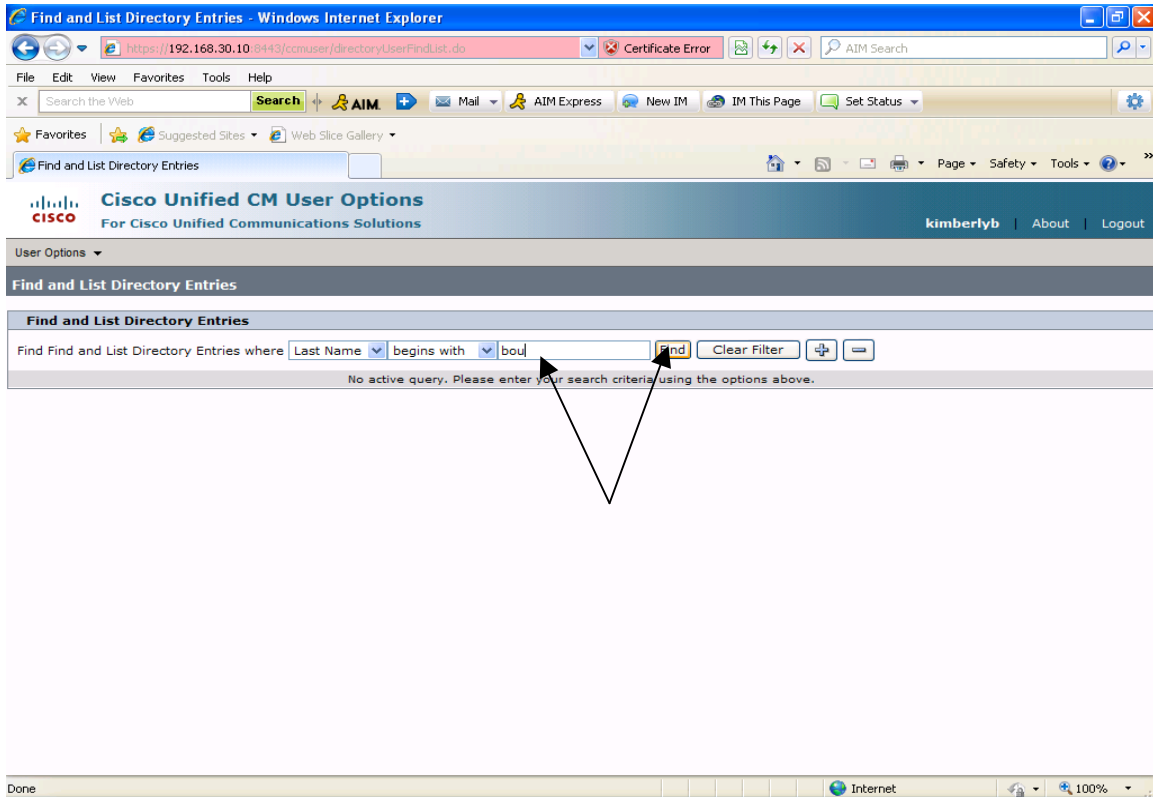
3. Type in the name of the person you wish to search for
4. Then click the 'Find' button
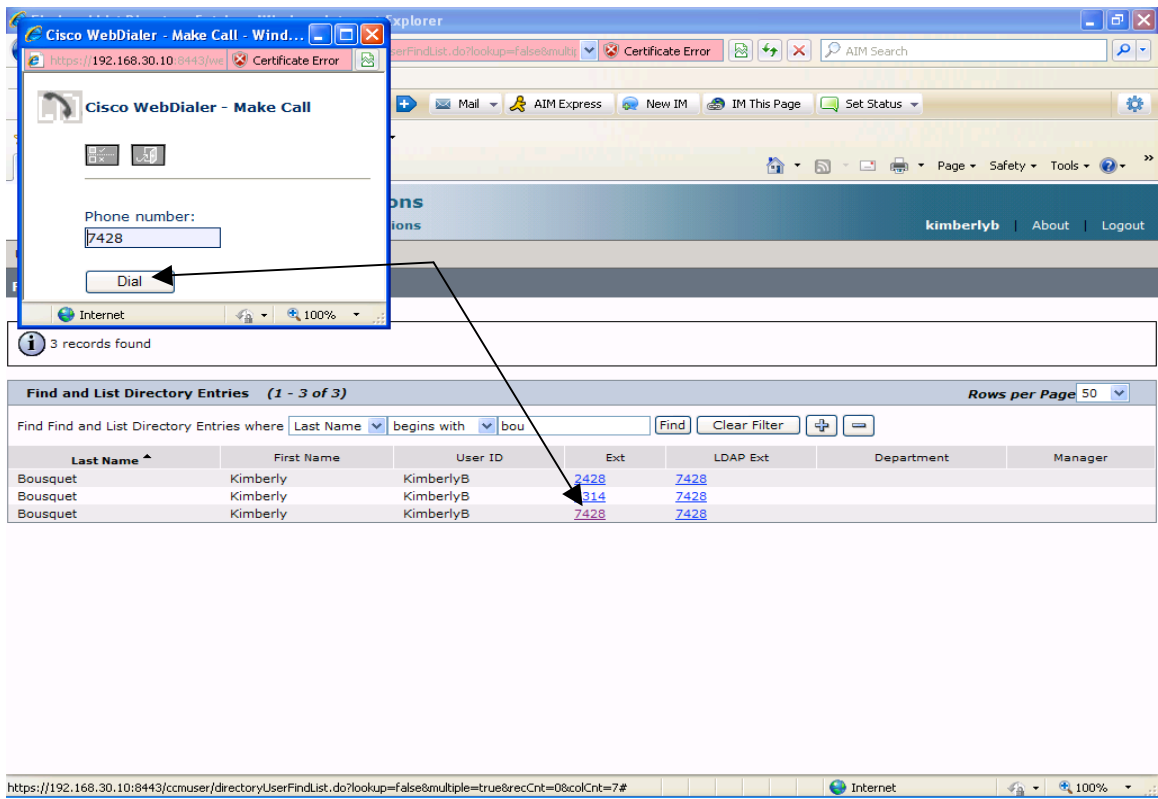
5. Click the number you wish to dial
6. The above window should open
7. Then click the 'Dial' button
8. Call will open on desk phone speaker mode

Personal Address Book:
Create your own personal address book
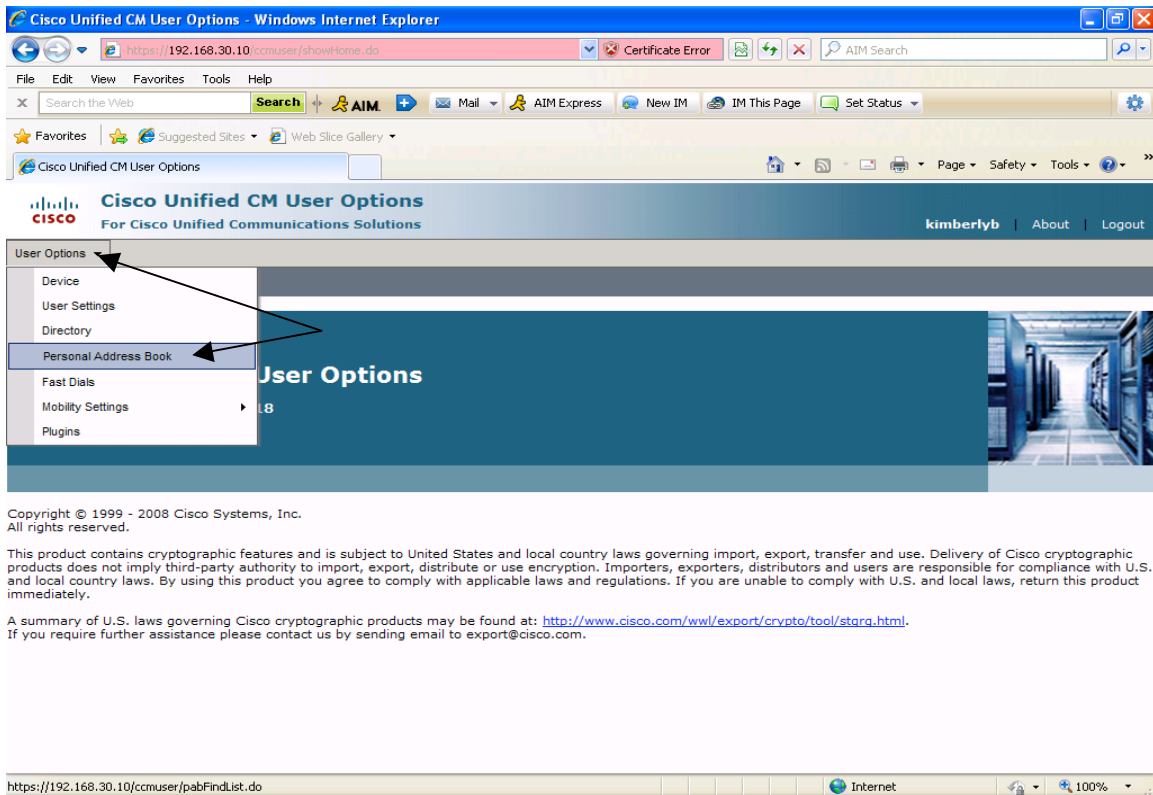
1. Click on the 'User Options' drop down arrow
2. Then click on 'Personal Address Book'
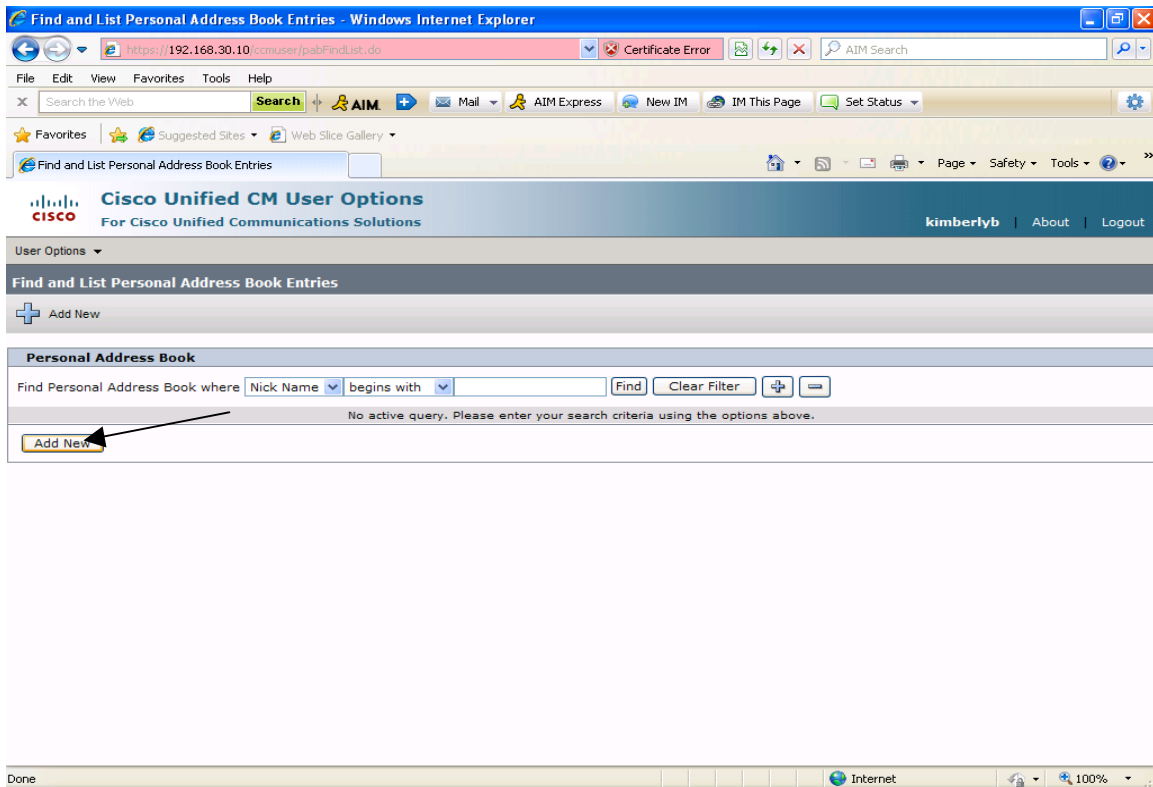
3. Click on 'Add New'
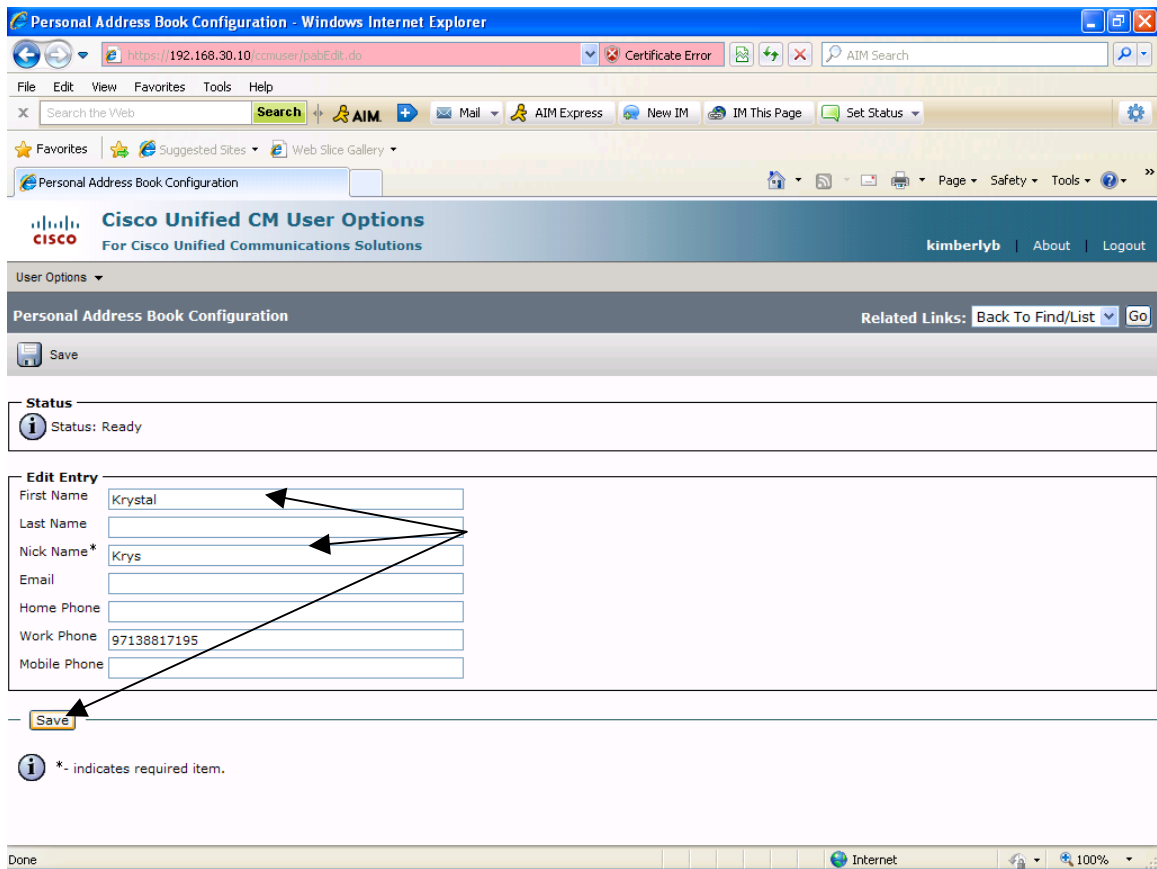
4. Enter 'First Name, Last Name, Nick Name, and Phone Numbers'
5. Click on 'Save'

Adding Personal Address Book Entries through the Phone:

1. Select the 'Directories' button on your phone
2. Select 'Personal Directory' (by pressing the number associated with the line or highlighting with the toggle and selecting the 'Select' soft key)
3. Enter 'UserID/PIN'
4. Select 'Submit' soft key
5. From 'Personal Directory Menu' select 'Personal Address Book'
6. Select the 'Submit' soft key
7. Select 'New' soft key
8. Enter First Name, Last Name, and Nickname
9. Select 'Phones' soft key
10. Enter Home, Work, and Mobile phone numbers (adding '9' prefix should not be necessary)
11. Select 'Submit' soft key
12. You will now have a message display on your LCD screen that you have successfully added the phone entry.

## FAST DIALS:
Create an easier way to call your personal contacts.
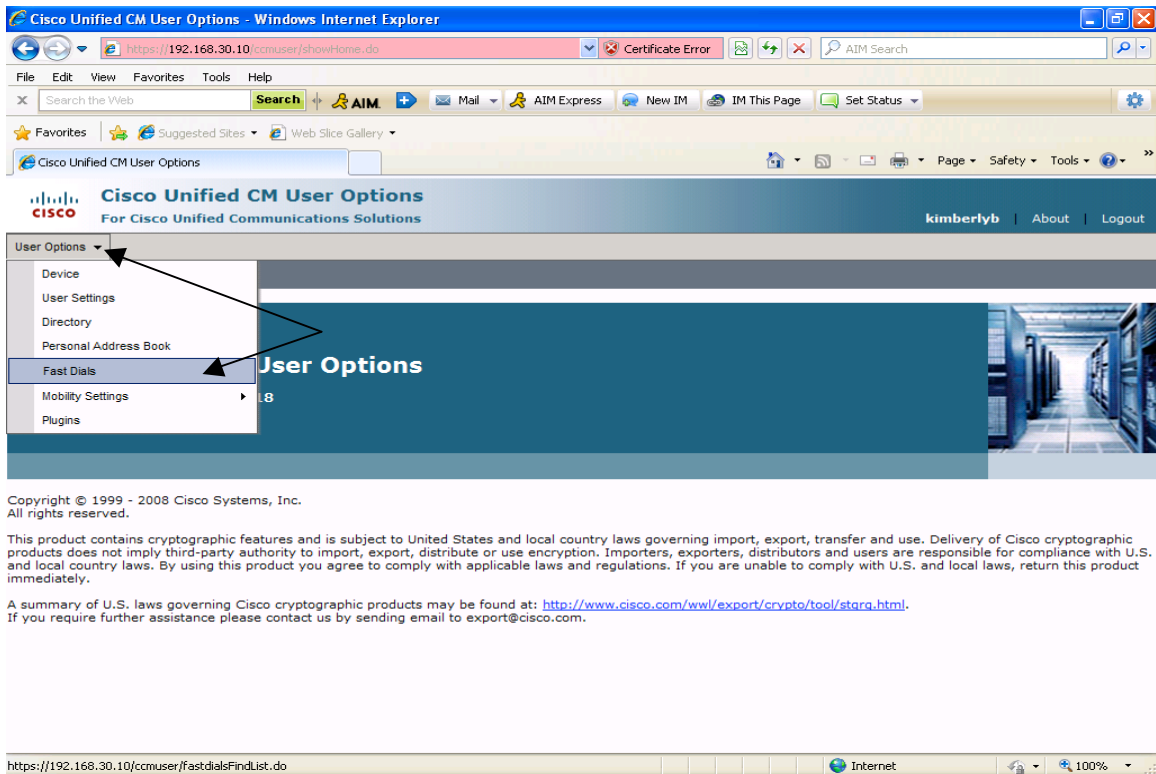
1. Click on the 'User Options' drop down arrow
2. Then click on 'Fast Dials'
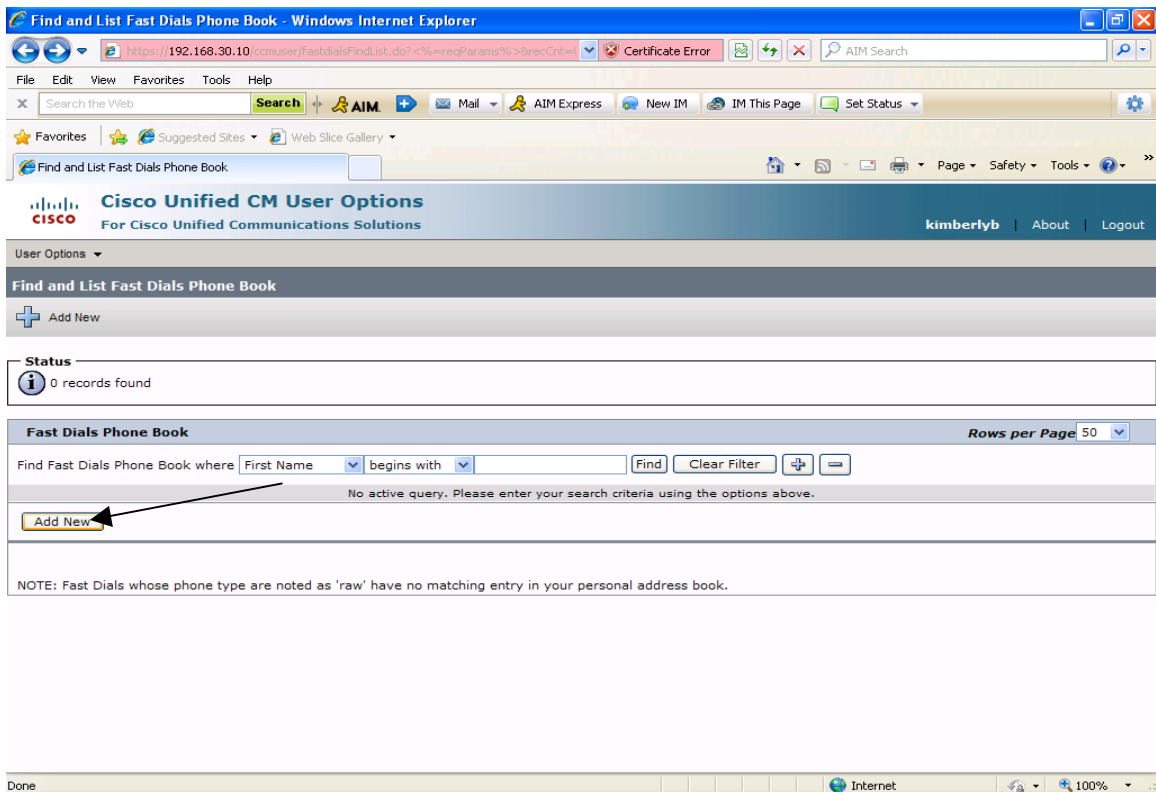
3. Click the 'Add New' button

If the person being added to the Fast Dial is already created in the Personal Address Book follow these steps:

4. Click the arrow drop down, choose search option
5. Enter the name and click the 'Find' button

OR:

6. Enter the Fast Dial you want to assign in the 'Fast Dial*' field
7. Enter the phone number you want to assign to the Fast Dial in the 'Phone Number' field

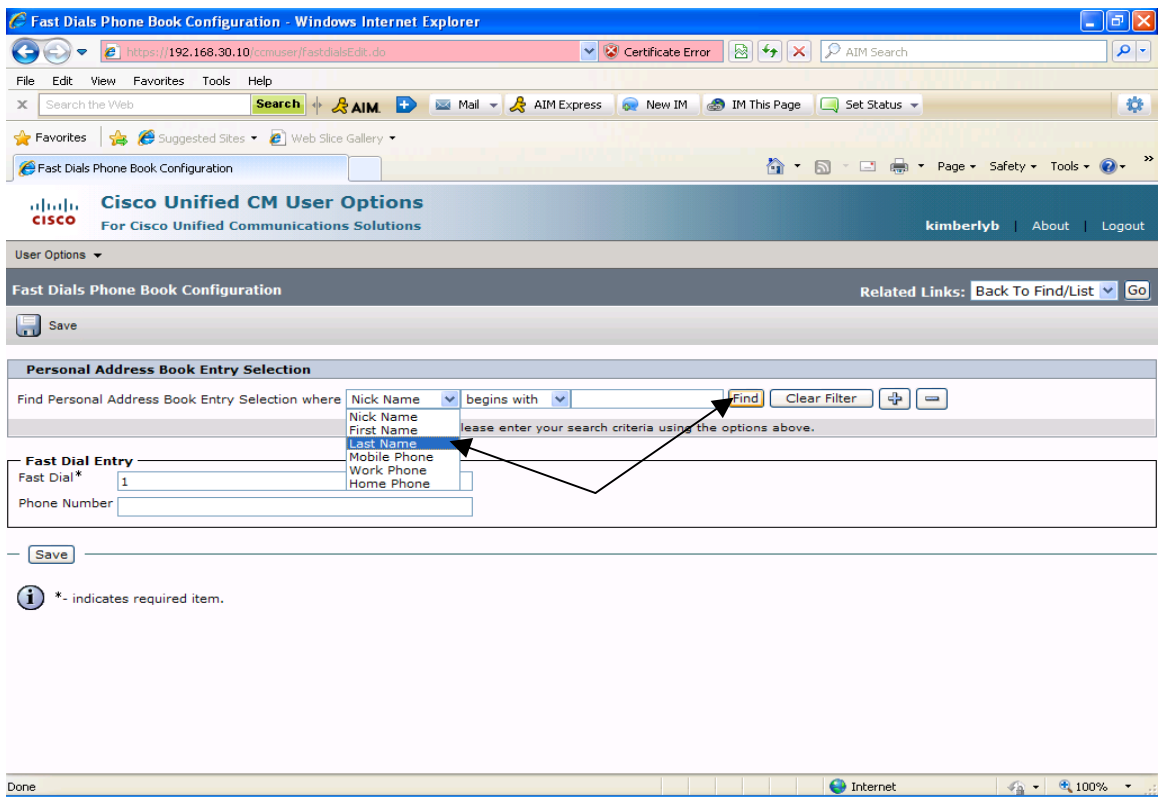**Adding Personal Fast Dials through the Phone:**
1. Select the 'Directories' button on your phone
2. Select 'Personal Directory' (by pressing the number associated with the line or highlighting with the toggle and selecting the 'Select' soft key)
3. Enter 'UserID/PIN'
4. Select 'Submit' soft key
5. From 'Personal Directory Menu' select 'Personal Address Book'
6. Type in name you wish to add (must have already been entered in your Personal Address Book) or select the 'Submit' soft keys for all Personal Address Book entries
7. Select the person you wish to add (by pressing the number associated with the line or highlighting with the toggle and selecting the 'Select' soft key)
8. Select the 'Fast Dial' soft key
9. Select the number you wish to add (by pressing the number associated with the line or highlighting with the toggle and selecting the 'Select' soft key)
10. Select an 'Unassigned' line to add your fast dial (by pressing the number associated with the line or highlighting with the toggle and selecting the 'Select' soft key)
11. Select the 'Assign' soft key
12. You will now have a message display on your LCD screen that you have successfully added the phone entry to your Fast Dial List.