



Manage Your IP Phone

Using Cisco Unified CM User Options

With the alternative of the Cisco Unified CM User Option, you will be able to control your settings and features of your IP phone using a web interface. This tutorial demonstrates basic tips of how to set up these options such as a Phone Personal Address Book (PAB) and Speed Dials.

• Log in to User Options Web Page

Access to the web page is authenticated with the AD access (user ID and password), to log in:

1. Open browser and enter the Cisco Unified CM User Options
URL: <https://myphone.uaeu.ac.ae/ccmuser>
2. Enter User ID Password and login
Note: if the browser requests to accept security setting, allow it to continue.

The Cisco Unified CM User Options main page will be displayed, and from the “User Options” menu in the top left side you will have all the options provided to control IP Phone features and settings.

Figure 1

• How to setup the Personal Address Book (PAB)

From the “User Options” menu, select “Personal Address Book” option. With this option you will be able to add, search, delete, and edit contacts. To proceed with those options you have first to add contacts to your (PAB) list.

⇒ Add PAB Entry:

1. In the “Personal Address Book” page, choose “Add New”
2. Enter contact information (e.g. Contact first Name, and work phone no), *figure (1).*
3. Click on “Save”

Go again to “Personal Address Book” from “User Options” menu, the added contact entry will be displayed for you.

⇒ Check PAB in IP Phone:

To see the PAB you added via website in your IP phone: Press **directories >>** Select “Personal Directory” >> Select “Personal Address Book” >> Select “Submit”. All available lists should be displayed.

Figure 2

• How to setup the Speed Dials

From the “User Options” menu, select “Device” option, then “Speed Dials”

⇒ Assign Speed Dial:

1. In the Speed Dial window, you will have up to 199 fields to setup any speed dial
2. Choose a field (e.g. Field 2) and assign the extension of your colleague
3. Click on “Save”

⇒ Check Speed Dial in IP Phone:

To use the speed dial you setup from the website using your IP Phone, click on the number (in our example 2) and select “AbbrDial” button. This should call the extension you setup.

- To Use the “Cisco Unified CM User Options” web interface, contact UITS Helpdesk via helpdesk@uaeu.ac.ae

- For more tips in how-to use the Cisco Unified CM User Options, go to :

⇒ UITS Website:
<http://www.uaeu.ac.ae/uits/>
⇒ Under “Communication Service”, Check “IP Phone Guides”