Cisco Unified CM User Options Website Cheat Sheet
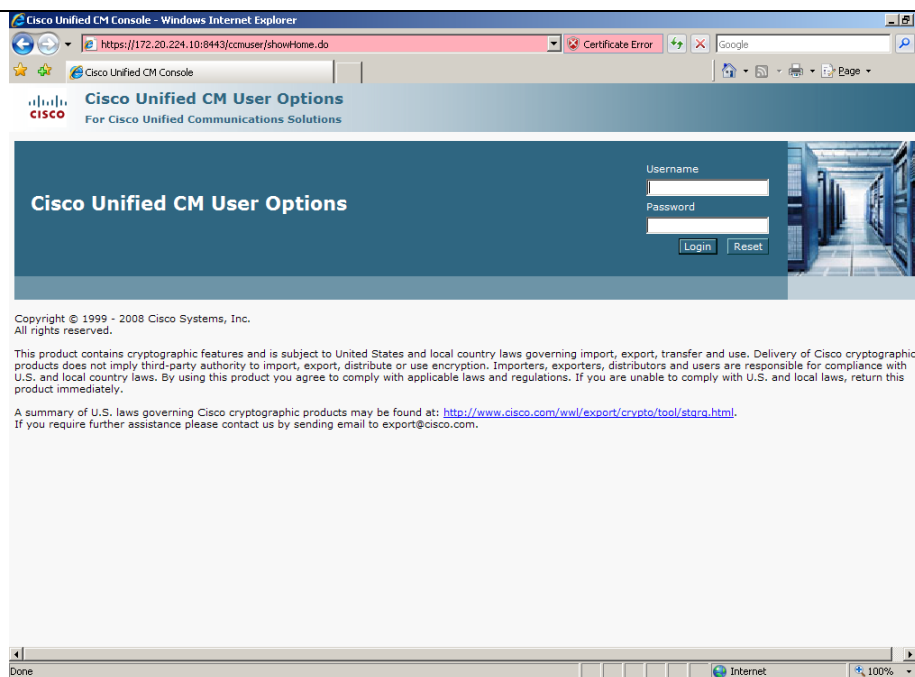
To access the Cisco Unified CM User Options website:

- 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.
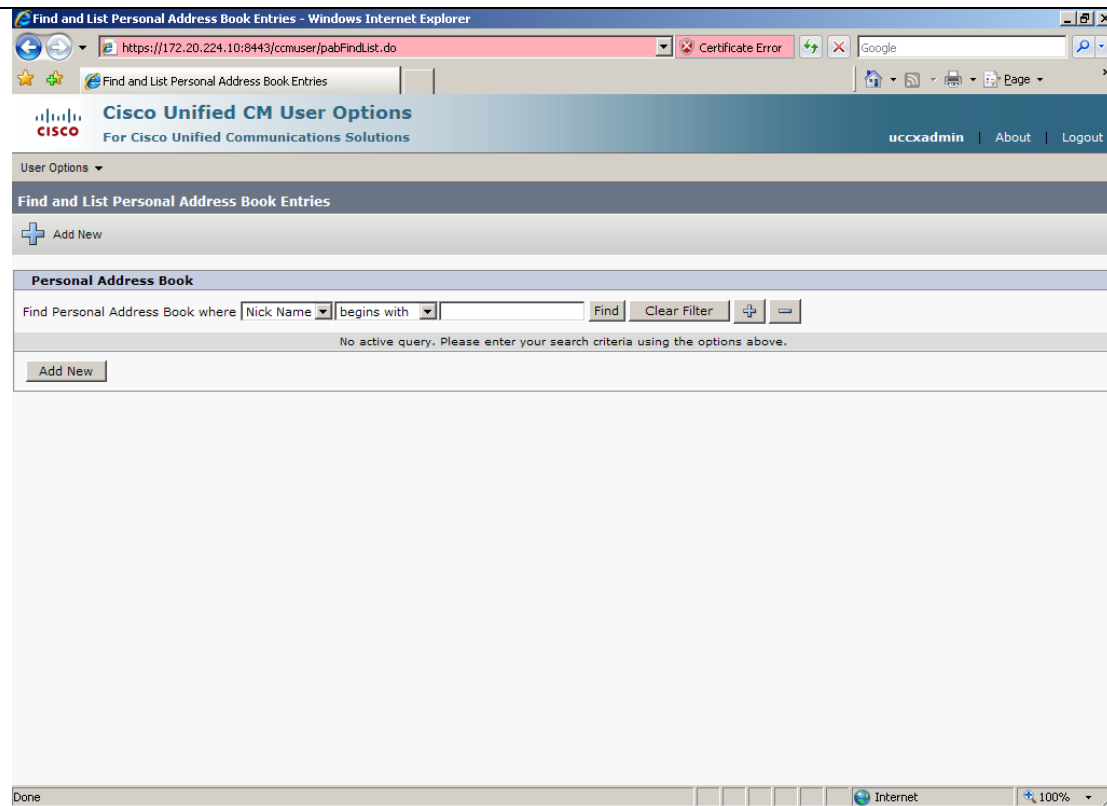
Cisco Unified CM User Options Website Cheat Sheet

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.
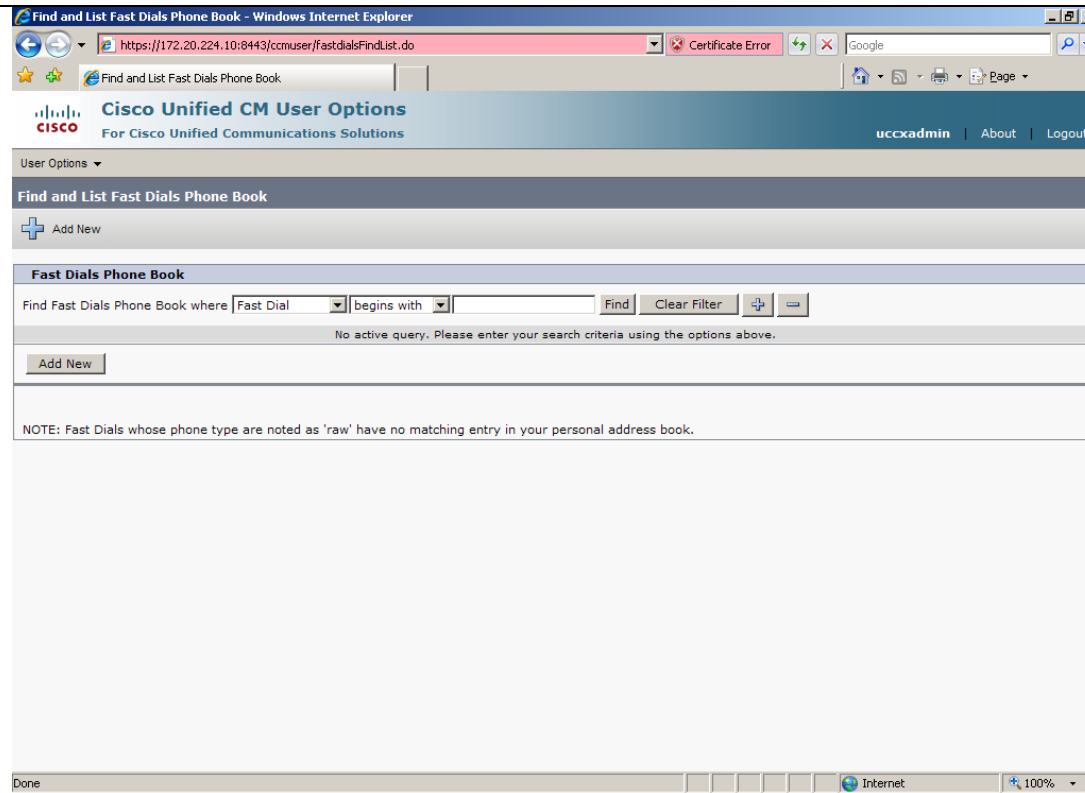
Cisco Unified CM User Options Website Cheat Sheet

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.

Line Settings Configuration - Windows Internet Explorer

https://172.20.224.10:8443/ccmuser/lineSettingsEdit.do?key=154ad33d-fd5f-c006-f089-33f5cfb3e77 | Certificate Error | Google

Line Settings Configuration

Cisco Unified CM User Options
For Cisco Unified Communications Solutions

uccxadmin | About | Logout

User Options ▾

Line Settings Configuration

Related Links: Back To Find/List | Go

Save | Device | Speed Dials | Phone Services | Service URL

Line Information
Line | 2001 - Line 1

Incoming Call Forwarding
☐ Forward all calls to
  ○ 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

Save | Device | Speed Dials | Phone Services | Service URL

ⓘ *- indicates required item.

Done | Internet | 100%