

# Personalising Your Phone



Standard and Premium Phone (models 8945, 9971)

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By Griffith University

Version Control  
Last Update: 26/09/2016  
Version Number: 3.0

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First Published in September 2016

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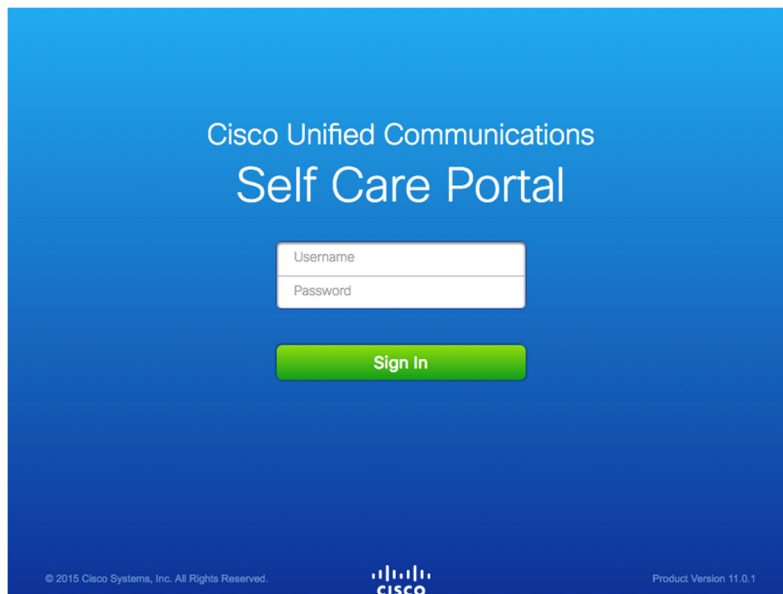
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## Personalising your phone

This guide discusses the web interface used to personalise settings on your phone. For example, you will learn how to login and set up speed-dial buttons and create personal contacts.

### Log into Unified Call Manager User Options

1. From your web browser, enter the following address:  
<http://phone-config.griffith.edu.au/>
2. In the User Name field: type your **Snumber**.
3. In the Password field: type your **Portal password**.
4. Click **Login**.



The screenshot shows the Cisco Unified Communications Self Care Portal login page. The page has a blue gradient background. At the top, it says "Cisco Unified Communications Self Care Portal". Below this, there are two input fields: "Username" and "Password". A green "Sign In" button is positioned below the password field. At the bottom of the page, there is a small copyright notice: "© 2015 Cisco Systems, Inc. All Rights Reserved." and the Cisco logo. The product version "Product Version 11.0.1" is also visible in the bottom right corner.

Figure 1 – Log into Unified Call Manager User Options



If you would like to personalise settings on your phone when you are off-campus, you will need to use the Virtual Private Network (VPN) software to establish a secure link between your computer and the university.

To download and install the VPN software go to:

<https://intranet.secure.griffith.edu.au/computing/remote-access/accessing-resources/virtual-private-network>

## User Interface

Unified Communications Self-Care Portal uses a web-based graphical interface with three main tabs. Each tab contains a link to different options that the user can configure. The tabs are as follows:

- Phones
- IM & Availability
- General Settings

The following graphic displays the main screen.

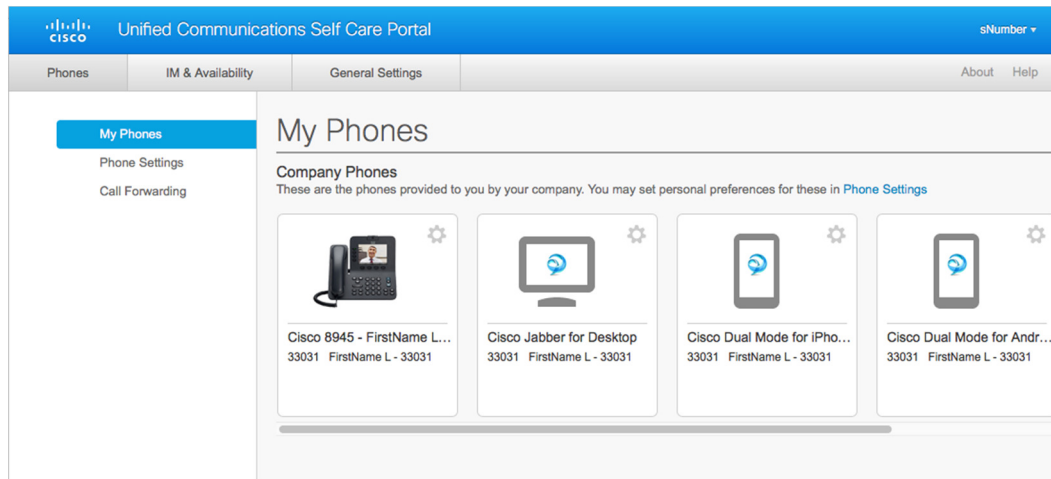


Figure 2 – Self-Care Portal User Interface

Icon	Description
	<b>Add New</b> —Click this icon to add a new item, such as a new phone, new service, or a new speed dial number.
	<b>Delete</b> —Click this icon to delete this setting.
	<b>Edit Settings</b> —Click this icon to edit an existing setting.
	<b>Linked</b> —When the Linked icon displays, phone settings for this particular phone setting are linked. If you update one of your phones, Unified Communications Self Care Portal applies the same update to your other phones. Click the icon to change the status to unlinked so that you can apply unique settings for each phone.
	<b>Unlinked</b> —When the Unlinked icon displays, each of your phones can have unique settings for this phone setting. Click the icon to change the status to linked so that your phones share the same setup for this phone setting.

Table 1 – Unified Communications Self-Care Portal Icons

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## Phones

The settings that appear under the Phones tab allow you to view and configure settings for each of your Cisco Unified IP Phones and Jabber devices. The Phones tab is split into three main sections:

- My Phones—Under My Phones, you can view a summary of all of your phones.
- Phone Settings—Under Phone Settings, you can configure phone settings such as speed dial numbers, ring settings, and voicemail notifications.
- Call forwarding—Under Call forwarding, you can configure call-forwarding options for your phones.

### My Phones

The My Phones window displays a summarized view of your phones. In the My Phones window, you can edit phone and line descriptions for your company phones

### Phone Settings

The Phone Settings window allows you to set up phone settings for your company phones.

By default, the phone settings for your various phones are linked. Under the default setting, each of your phones will have an identical configuration for a particular phone setting. Follow the Link and Unlink Phone Settings to link or unlink your phones for various phone settings.

### Link and Unlink Phone Settings

For phone settings, you can link the settings for your phones. When you link phones on a particular phone setting, Unified Communications Self Care Portal applies your configuration for that phone setting to all of your phones. For example, if you have three phones and you link your speed dial numbers for the three phones, all three phones share the same speed dial configuration. If you update a speed dial number for one of the phones, Unified Communications Self Care Portal automatically applies that speed dial number for the other phones as well. To apply a unique phone setting on a linked phone, unlink the phones.

You can link or unlink settings by clicking the Linked/Unlinked icon. The icon displays the current state of whether your phones are linked or unlinked

The following graphic displays how a set of phones with linked Speed Dial Numbers settings appears in the user interface. You can click the Linked icon to unlink the phones and apply unique settings for each phone.

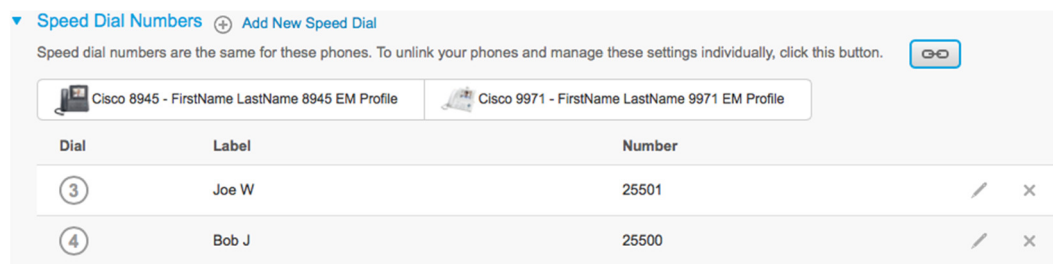


Figure 3: Linked Settings

The following graphic displays how a set of phones with unlinked Speed Dial Numbers settings appears in the user interface. In this case, the displayed settings apply to the Cisco 8945 only. Since the settings are unique for each phone, the Unlinked icon displays. You can click the icon to apply the same settings for all three phones.

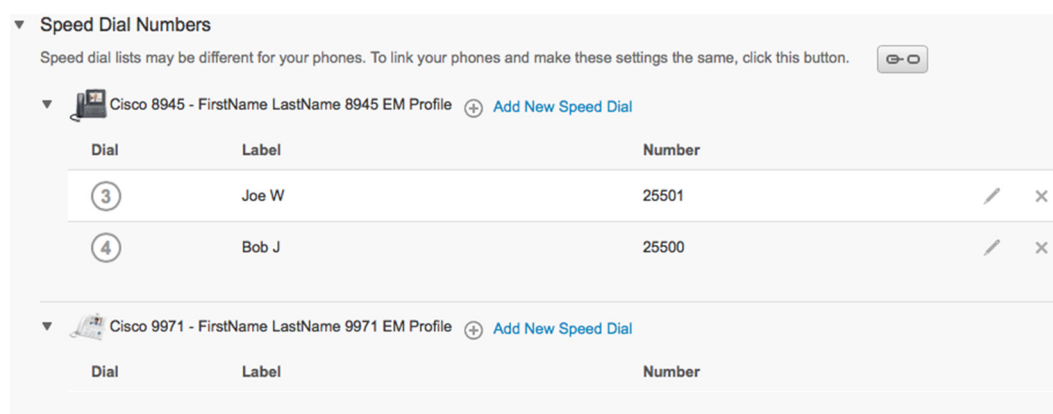


Figure 3: Unlinked Settings

## Set Up Speed Dial Numbers

To set up speed dial numbers, perform the following procedure:

1. Click the **Phones** tab.
2. Click **Phone Settings**.
3. Click **Speed Dial Numbers**.
4. Do the following:
  - If your phones are linked, click **Add New Speed Dial**.
  - If your phones are not linked, select the phone for which you want to add the speed dial number, and then click **Add New Speed Dial**.
5. In the Number field, enter the contact's name or phone number. Unified Communications Self Care Portal searches the company directory.
6. In the Label text box, enter a description for the speed dial number. Your phone will use the description to display the speed dial number.
7. In the Speed Dial text box, assign a speed dial number.
8. Click **Save**.

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## Set up phone contacts

Phone contacts allow you to store phone numbers and email addresses for your phone contacts. From your phones, you can browse your list of contacts and place calls directly from the contact list without having to type in the number each time.

To set up your phone contact list, perform the following procedure:

1. Click the **Phones** tab.
2. In the left navigation pane, click **Phone Settings**.
3. Click on **Phone Contacts**.
4. Click **Create New Contact**. The Add New Phone Contact window appears.
5. Complete the fields with the contact information for the contact.
6. Click **OK**.

## Call Forwarding Options

Call forwarding user options allow you to set up your Cisco Unified IP phones and Jabber devices to forward calls to another number.

### Set Forward All Calls

To set up your phone to forward all incoming calls to another number, perform the following procedure:

1. Click the **Phones** tab.
2. In the left navigation pane, click **Call Forwarding**.
3. Click the phone number on which you want to set up call forwarding.
4. Check the **Forward calls to:** check box.
5. From the Forward calls to drop-down list box, enter the phone number to which you want to forward all calls.
6. Click **Save**.

### Set Advanced Call Forwarding Options

With Unified Communications Self Care Portal, you can set up advanced call forwarding options, such as call forwarding behaviour that is different for internal calls than for external calls. To set up advanced call forwarding, perform the following procedure:

1. Click the **Phones** tab.
2. In the left navigation pane, click **Call Forwarding**.
3. Choose the phone number on which you want to set up call forwarding.
4. Click **Advanced calling rules**.
5. Use the drop-down list boxes to configure call forwarding options for both internal and external calls.
6. Click **Save**.



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## Additional Settings

This section documents the non-phone related settings, such as Voicemail, Conferencing, and General Settings.

### Turn On Do Not Disturb Status

If Do Not Disturb is turned on, your phones do not ring when someone dials your number. To turn on Do Not Disturb status for all of your phones, perform the following procedure:

1. Click the **IM & Availability** tab.
2. Click **Do Not Disturb**.
3. Check the **Turn on** check box.
4. Click **Save**.

### Set Phone Services PIN

The Phone Services PIN is used for different services such as Extension Mobility, Conference Now, Mobile connect, and for self-provisioning of new phones. To reset the Phone Services PIN, perform the following steps:

1. Click the **General Settings** tab.
2. Click the **Phone Services PIN**.
3. In the **New Phone Pin** text box, enter the PIN.
4. In the **Confirm New Phone Pin** text box, enter the PIN.
5. Click **Save**.