



## Additional Settings

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## Additional Settings

This section describes about the non-phone related settings, such as voicemail, conferencing, and the general settings.

### Set Voicemail Preferences

To set voicemail preferences in Unified Communications Self Care Portal, click the **Voicemail** tab and then the **Dial Voicemail Preferences IVR** button. Cisco Web Dialer dials the Voicemail Preferences IVR, where you can set up voicemail preferences for your phones.

### Turn on Do Not Disturb Status

If you are too busy with work and do not want to receive any phone calls, you can set your status to Do Not Disturb. Your phone does not ring when people try to dial your number.



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**Note** You can set Do Not Disturb status only to your company provided phones.

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#### Procedure

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- Step 1** From Unified Communications Self Care Portal, choose **IM & Availability** and click **Do Not Disturb**.
  - Step 2** Check the **Turn on** check box.
  - Step 3** Click **Save**.
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## Turn on IM and Presence Status for Your Phones

You can turn on Cisco Unified IM and Presence status on your phones, so that people know when you are reachable. For example, it displays your status when you are in a meeting, away, or offline.

### Procedure

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- Step 1** From Unified Communications Self Care Portal, choose **IM & Availability** and click **Status Policy**.
  - Step 2** Check the **Automatically update status when there is a meeting on my calendar** check box.
  - Step 3** Click **Save**.
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## Schedule a Conference

The Conferencing tab in Unified Communications Self Care Portal allows you to schedule conferences. Depending on the user profile that your administrator has set up for you, you can set up conferences through either Cisco TelePresence Management Suite or Cisco WebEx. If your user profile does not include the ability to schedule conferences, no option to schedule a meeting will appear.

## Set Phone Language

If you are comfortable using a different language, you can set that particular language for your Cisco Unified IP Phones or Jabber application.

### Procedure

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- Step 1** From Unified Communications Self Care Portal, choose **General Settings** and click **Language**.
  - Step 2** Choose an option from the **Display Language** drop-down list and click **Save**.
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## Set Client Password

If you have forgotten your client or portal password, you can reset it using **General Settings** tab.

### Procedure

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- Step 1** From Unified Communications Self Care Portal, choose **General Settings**.
  - Step 2** Click **Client/Portal Password**.
  - Step 3** In the **New Password** text box, enter the password and re-enter the password in the **Confirm New Password** text box.
  - Step 4** Click **Save**.
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## Set Phone Services PIN

The Phone Services PIN is used for enabling different services such as extension mobility, conference calls, mobile connect, and for self-provisioning of new phones.



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**Note** The PIN that you enter must meet the credential policy defined in Unified Communications Manager. For example, if the credential policy specifies a minimum PIN length of 7 digits, the PIN that you enter should be at least 7 digits long and cannot exceed 128 digits. For more information, contact your system administrator.

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### Procedure

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**Step 1** From Unified Communications Self Care Portal, choose **General Settings** and click **Phone Services PIN**.

**Step 2** In the **New Phone PIN** text box, enter the PIN and re-enter the PIN in the **Confirm New Phone PIN** text box to confirm.

**Step 3** Click **Save**.

**Note** If your network administrator has enabled PIN Synchronization, you can use the same PIN to log into Extension Mobility, Conference Now, Mobile Connect, and your Cisco Unity Connection voicemail box.

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## Set the Access Code for Conference Now

You can set your own access code and use it to schedule a meeting. The access code must have three to ten digits. It cannot include spaces, letters, or special characters. You can also reset your access code at any time.

### Procedure

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**Step 1** From Unified Communications Self Care Portal, choose **General Settings** and click **Conference Now**.

**Step 2** Enter the meeting number in the **Meeting Number** text box.

**Step 3** Enter your access code in the **Attendees Access Code** text box.

**Step 4** Click **Save**.

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## Set Your Login Time Period

To set maximum login time for Extension Mobility (EM) and Extension Mobility Cross Cluster (EMCC), perform the following steps:

### Procedure

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- Step 1** Click **General Settings** tab.
  - Step 2** Click **Extension Mobility**.
  - Step 3** To use the maximum login time service parameter settings, click the **Use system default Maximum Login Time** radio button.
  - Step 4** To set an infinite login time, check the **No Maximum Login Time** radio button.
  - Step 5** To set a specific login time, check the **Automatically log me out after hours \_\_\_minutes\_\_\_** radio button and enter the minutes (between 0 and 59) and hours (between 0 and 168).
  - Step 6** Click **Save**.
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## Download Plugins

Application plug-ins extend the functionality of your Cisco Unified IP Phones and Jabber devices. To download plugins for your phone, perform the following procedure:

### Procedure

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- Step 1** Click the **Downloads** tab.
  - Step 2** Select the plugin that you want to download.
  - Step 3** Click **Download**.
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## View and Modify Display Name

When you log in as a local user who is not synchronized with Lightweight Directory Access Protocol (LDAP), you can view and modify your display name.



- Note** When you log in to Unified Communications Self Care Portal, the link to log out of the application shows the display name, if it has been configured earlier. Otherwise, the link to log out shows the User ID.
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### Procedure

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- Step 1** From Unified Communications Self Care Portal, click the **General Settings** tab.
- Step 2** Click **Display Name**.

- Note** The behavior of this field changes when you log in as the following users:
- Local User—When you log in as local user that is not synchronized with Lightweight Directory Access Protocol (LDAP), you can modify your display name through the **Display Name** field.
  - LDAP Synchronized user—When you log in as an LDAP synchronized user, the **Display Name** field becomes non-editable.

The **Display Name** text box appears.

**Step 3** In the **Display Name** text box, enter a name that you want other users to see instead of your user ID.

- Note**
- If you had previously configured a display name, this field is auto-populated with that configured name.
  - If you log in as an LDAP synchronized user, the display name is non-editable and so, the **Save** and **Cancel** buttons do not appear for this field.

**Step 4** Click **Save**.

**Step 5** (Optional) To revert to the previously configured display name, click **Cancel**.

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