



User Information

The User area in Cisco CallManager Administration allows you to display and maintain information about users on the network. Generally, completing user information is optional; the user devices function whether or not you complete this information. However, information that you enter here is also accessed by Directory Services, Cisco WebAttendant, and the User Web pages. If you want to provide these features to your users, you must complete the information in the User area for all users and their directory numbers, and also for resources such as conference rooms or other areas with phones (this is useful for Cisco WebAttendant).

For users to have Web access so they can change their speed dial and forward numbers on the Web, they must be associated with a device, and the name and directory number of that device must be specified. The password area lets you reset (remove) a user password. The user is required to create a new password at the next logon attempt.

Additional Information

The following list contains additional information related to this section:

- Global Directory, page 42-1

Related Procedures

The following list contains procedures related to this section:

- Adding a User, page 41-2
- Using Basic User Search, page 42-2
- Using Advanced User Search, page 42-3

Adding a User

The following procedure contains information about how to add a user.

Procedure

- Step 1** Open Cisco CallManager Administration.
- Step 2** Click **User > Add a New User**.
- Step 3** Complete all the user fields with the requested information. Required fields are indicated by an asterisk (*).



Note The Auto Attendant Name Dialing field is automatically generated once all the other fields are completed.

- Step 4** Click **Insert**.



Note To associate devices with the user, click **Associate Devices**. The page refreshes and brings up the User Device Assignment page. Devices may be searched by device name or extension number, in a similar fashion to the Advanced User Search. Devices may be associated with a user by clicking the checkbox next to that device. Devices with multiple extensions associated with them appear multiple times in the list, and checking one of the entries in the list causes the other one to be checked as well. If a device is checked, a radio button appears next to the extension for that device, which allows that extension to be selected as the primary extension for that user.

Once you have completed the assignment, click **Insert** to add the information, or **Personal Information** to see the user's information.

Additional Information

- User Information, page 41-1
- Global Directory, page 42-1

Related Procedures

- Using Basic User Search, page 42-2
- Using Advanced User Search, page 42-3

