



## Phone Button Template Configuration

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Cisco CallManager includes several default phone button templates. When adding phones, you can assign one of these templates to the phones or create a new template.

Creating and using templates provides a fast way to assign a common button configuration to a large number of phones. For example, if users in your company do not use the conference feature, you can create a template that reassigns this button to a different feature, such as speed dial.

Make sure all phones have at least one line assigned. Normally, this is button 1. You can assign additional lines to a phone, depending on the Cisco IP phone model. Phones also generally have several features, such as speed dial and call forward, assigned to the remaining buttons.

The following sections provide details about using and working with the phone button templates:

- [Adding Phone Button Templates, page 43-2](#)
- [Phone Button Configuration Settings, page 43-3](#)
- [Modifying Phone Button Templates, page 43-3](#)
- [Phone Button Templates, \*Cisco CallManager System Guide\*](#)
- [Phone Configuration Checklist, \*Cisco CallManager System Guide\*](#)

# Adding Phone Button Templates

Cisco CallManager includes default templates for each Cisco IP phone model. When adding phones, you can assign one of these templates to the phone or create one of your own.

## Before You Begin

If you are creating a custom phone button template, refer to the guidelines for creating new phone button templates. See the “[Guidelines for Customizing Phone Button Templates](#)” section in the *Cisco CallManager System Guide*.

## Procedure

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- Step 1** Choose **Device > Phone Button Template**.
- Step 2** Choose a template and click **Copy** to create a new template.
- The new template exactly duplicates the existing template and automatically assigns it a new name. You must update this new template if you want it to differ from the original.
- Step 3** Update the appropriate settings as described in [Table 43-1](#).
- Step 4** Click **Insert** to add the new template.
- Step 5** Click **View Button Layout** to verify the button layout.
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## Related Topics

- [Adding Phone Button Templates, page 43-2](#)
- [Modifying Phone Button Templates, page 43-3](#)
- [Guidelines for Customizing Phone Button Templates, Cisco CallManager System Guide](#)
- [Phone Configuration Checklist, Cisco CallManager System Guide](#)

# Phone Button Configuration Settings

Table 43-1 describes the phone button configuration settings.

**Table 43-1 Phone Button Configuration Settings**

Field	Description
Template Name	Enter a unique name used by Cisco CallManager to identify the template.
Feature	Choose the function of the phone button you want to specify in the template.

## Modifying Phone Button Templates

You can make changes to the default templates included with Cisco CallManager or to custom templates you created. You can rename existing templates and modify them to create new ones, update custom templates to add or remove features, lines, or speed dials, and delete templates that are no longer being used.

### Related Topics

- [Renaming a Phone Button Template, page 43-4](#)
- [Deleting a Phone Button Template, page 43-5](#)
- [Updating a Phone Button Template, page 43-6](#)

## Renaming a Phone Button Template

Use this procedure to rename a phone button template. Renaming a template does not affect the phones that use that template. All Cisco IP phones that use this template continue to use this template once it is renamed.

### Procedure

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- Step 1** Choose **Device > Phone Button Template**.
- A listing of current phone button templates appears in the Phone Button Templates list.
- Step 2** Choose the phone button template you want to rename.
- The Phone Button Template Configuration page displays.
- Step 3** In the Template Name field, enter the new name.
- Step 4** Click **Update**.
- The template redisplay with the new name.
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### Related Topics

- [Adding Phone Button Templates, page 43-2](#)
- [Deleting a Phone Button Template, page 43-5](#)
- [Updating a Phone Button Template, page 43-6](#)

## Deleting a Phone Button Template

You can delete phone templates that are not currently assigned to any phone in your system. You cannot delete a template that is assigned to one or more devices, the last template for a model, or the default template for a model (specified on the Device Defaults Configuration screen.) You must reassign all Cisco IP phones that are using the template you want to delete to a different phone button template before you can delete the template.

### Procedure

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- Step 1** Choose **Device > Phone Button Template**.
- A listing of current phone button templates appears in the Phone Button Templates list.
- Step 2** Choose the phone button template you want to delete.
- The Phone Button Template Configuration page displays.
- Step 3** Click **Delete**.
- A message verifies that you want to delete the template.
- Step 4** Click **OK** to delete the template.
- A message verifies that the template was deleted.
- Step 5** Click **OK** to continue.
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### Related Topics

- [Adding Phone Button Templates, page 43-2](#)
- [Updating a Phone Button Template, page 43-6](#)
- [Renaming a Phone Button Template, page 43-4](#)

## Updating a Phone Button Template

You can update a phone button template to add or remove features, add or remove lines and speed dials, or assign features, lines, and speed dials to different buttons on the phone. If you update a phone template, be sure to inform affected users of the changes.

Follow these instructions to update a phone button template.

**Note**

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When you update a template, the change affects all phones that use the template.

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**Procedure**

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**Step 1** Choose **Device > Phone Button Template**.

A listing of current phone button templates appears in the Phone Button Templates list.

**Step 2** Choose the phone button template you want to update.

The phone button template configuration page displays.

**Step 3** Update the appropriate settings as described in [Table 43-1](#).

**Step 4** Click **Update**.

The template reappears with the changes assigned to it.



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**Note** After updating the template, you must restart devices using the template.

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**Step 5** Click **Restart Devices** to apply the updated phone button template.

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**Related Topics**

- [Adding Phone Button Templates](#), page 43-2
- [Deleting a Phone Button Template](#), page 43-5
- [Renaming a Phone Button Template](#), page 43-4
- [Guidelines for Customizing Phone Button Templates](#), *Cisco CallManager System Guide*
- [Phone Configuration Checklist](#), *Cisco CallManager System Guide*

■ **Modifying Phone Button Templates**