



## Personal Directory

---

Personal Directory provides a personal address book stored in the Cisco CallManager LDAP directory, a Cisco IP Phone synchronizer, and two Cisco IP Phone services: Personal Address Book and Personal Fast Dials.

This section contains the following sections:

- [Understanding Personal Directory, page A-1](#)
- [System Requirements, page A-3](#)
- [Configuring Personal Directory, page A-3](#)
- [Downloading the Cisco IP Phone Address Book Synchronizer, page A-9](#)
- [Preparing the Phone User for Personal Directory, page A-9](#)

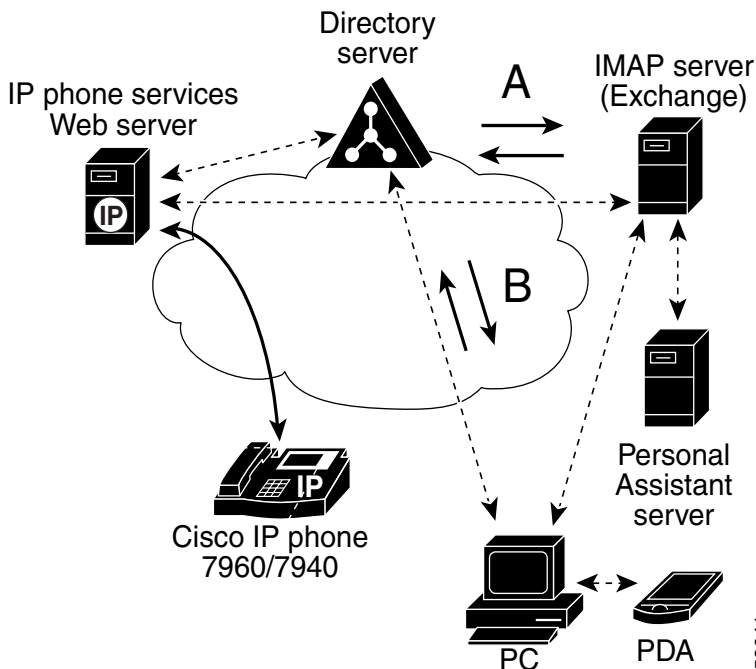
## Understanding Personal Directory

With the stored personal address book, users can synchronize their Microsoft Outlook and/or Outlook Express address book entries. The Personal Address Book service accesses the stored entries. From a Cisco IP Phone 7960 or 7940, users can look up entries, choose a selection, and press a softkey to dial the chosen number.

With Personal Fast Dials, the Cisco IP phone user can assign index numbers (from 1 to 99) for quick dialing. The index numbers can be assigned to Personal Address Book entries or to directory entries the user adds that do not correspond to the address book. Users can assign and remove the Personal Fast Dials entries from their phones.

Figure A-1 illustrates how the Personal Address Book and Personal Fast Dials services interact with other components in your system.

**Figure A-1 Using Personal Address Book and Personal Fast Dials**



Cisco Personal Assistant allows users to synchronize their exchange server with the Personal Address Book stored in the LDAP directory in Cisco CallManager. With Personal Directory, the Cisco CallManager directory synchronizes with Exchange Server (A) and with Microsoft Outlook clients on your users' PCs (B).

58641

# System Requirements

Make sure your system contains the following components:

- Cisco IP Phones models 7960 or 7940
- A PC running Cisco CallManager 3.1 or later
- A PC running Windows 2000
- A Microsoft IIS Server
- Microsoft Outlook and/or Outlook Express

**Note**

---

Microsoft Outlook must be set up in Internet-only mode and the Windows Address Book must be configured to share entries.

---

## Configuring Personal Directory

To configure the Personal Directory, perform the following procedures:

- [Configuring the Personal Address Book Service, page A-3](#)
- [Configuring the Personal Fast Dials Service, page A-6](#)

## Configuring the Personal Address Book Service

You configure Personal Address Book by adding the service to Cisco CallManager Administration and configuring the service parameters. To configure the Personal Address Book service, perform the following steps.

**Procedure**

- 
- Step 1** Choose **Feature > Cisco IP Phone Services**.  
The Cisco IP Phone Services Configuration window displays.
- Step 2** In the Service Name field, enter the name of the service you want to display in the menu of available services on the Cisco IP Phone User Options window, for example, My Address Book.

- Step 3** In the Service Description field, enter a description of the content provided by the service, for example, Personal Directory - Personal Address Book.
- Step 4** In the Service URL field, enter the URL of the server where the application for the Personal Address Book service is located:

`http://<CallManager hostname or IP address>/ccmpd/xmlAddressBookInput.asp`

Figure A-2 shows the service configuration entries for Personal Address Book.

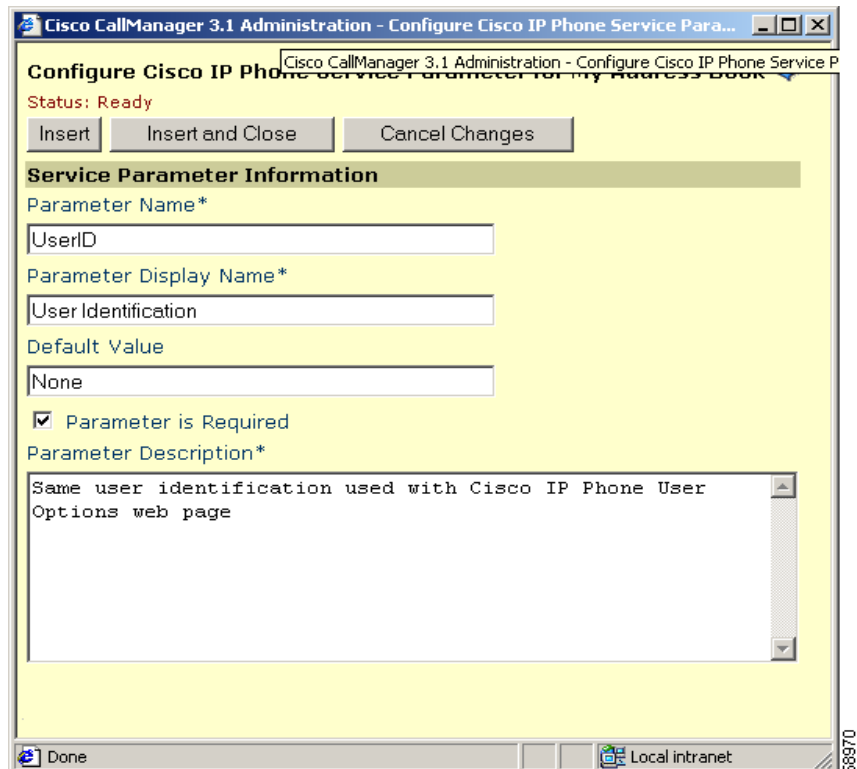
**Figure A-2 Personal Address Book Service Configuration**

The screenshot displays the Cisco CallManager Administration web interface. At the top, there is a navigation bar with links for System, Route Plan, Service, Feature, Device, User, Application, and Help. Below this is a header for 'Cisco CallManager Administration For Cisco IP Telephony Solutions' with the Cisco Systems logo. The main content area is titled 'Cisco IP Phone Services Configuration'. On the left, a sidebar shows 'Cisco IP Phone Services' with a list containing 'My Address Book' and 'My Fast Dials'. The main area shows the configuration for 'Service: My Address Book', which has a status of 'Ready'. Below the status are buttons for 'Update', 'Delete', 'Cancel Changes', and 'Update Subscriptions'. A 'Service Information' section contains the following fields:

Service Name*	Service Description
My Address Book	Personal Directory - Personal Address
Service URL*	
http://<CallManager hostname or IP address>/ccmpd/xmlAddressBookInput.asp	

69698

- Step 5** Click **Insert**.
- Step 6** Click the **New** button to the right of the Parameters list box.  
The Configure Cisco IP Phone Service Parameter window appears.
- Step 7** Add each parameter as described in Table A-1, beginning with UserID. When specified, enter the parameter name exactly as it appears in the table.  
Figure A-3 shows the UserID service parameter settings for this service.

**Figure A-3** UserID Service Parameter Settings

- Step 8** Click **Insert** to add the parameter.
- Step 9** When you have added the last service parameter specified in [Table A-1](#), click **Insert and Close** to insert that parameter and close the window. The Cisco IP Phone Services Configuration window displays.
- Step 10** Click **Update Subscriptions**.

### Related Topics

- [Updating a Cisco IP Phone Service Parameter, page 35-7](#)
- [Deleting a Cisco IP Phone Service Parameter, page 35-8](#)
- [Personal Address Book Service Parameter Settings, page A-6](#)

## Personal Address Book Service Parameter Settings

Table A-1 contains the service parameter settings for the three service parameters required for the Personal Address Book service. When indicated, use the exact parameter name.

For a general description of these fields, see Table A-1.

**Table A-1 Personal Address Book Service Parameter Settings**

Field	Definition		
Parameter Name	UserID (Use this exact name.)	UserPIN (Use this exact name.)	PreDial
Parameter Display Name	User Identification	PIN	Outside Access code
Default Value	None	None	None
Parameter Required	Yes	Yes	No
Parameter Description	Same user identification used with the Cisco IP Phone User Options window	Same user PIN used with the Cisco IP Phone User Options window	This access code is added as a prefix to the stored directory number to provide access to an outline line.

## Configuring the Personal Fast Dials Service

You configure Personal Fast Dials by adding the service to Cisco CallManager Administration and configuring the appropriate service parameters. To configure the Personal Fast Dials service, perform the following steps.

### Procedure

- 
- Step 1** Choose **Feature > Cisco IP Phone Services**.  
The Cisco IP Phone Services Configuration window displays.
- Step 2** In the Service Name field, enter the name of the service you want to display in the menu of available services on the Cisco IP Phone User Options window, for example, My Fast Dials.

- Step 3** In the Service Description field, enter a description of the content provided by the service, for example, Personal Directory - Personal Fast Dials.
- Step 4** In the Service URL field, enter the URL of the server where the application for the Personal Address Book service is located:  
  
http://<CallManager hostname or IP address>/ccmpd/xmlFastDials.asp
- Step 5** Click **Insert**.
- Step 6** Click the **New** button to the right of the Parameters list box.  
  
The Configure Cisco IP Phone Service Parameter window appears.
- Step 7** Add each parameter as described in [Table A-2](#), beginning with UserID. When specified, enter the parameter name exactly as it appears in the table.
- Step 8** Click **Insert** to add the parameter.
- Step 9** When you have added the last service parameter specified in [Table A-2](#), click **Insert and Close** to insert that parameter and close the window.  
  
The Cisco IP Phone Services Configuration window displays.
- Step 10** Click **Update Subscriptions**.
- 

### Related Topics

- [Updating a Cisco IP Phone Service Parameter, page 35-7](#)
- [Deleting a Cisco IP Phone Service Parameter, page 35-8](#)
- [Personal Fast Dials Service Parameter Settings, page A-8](#)

## Personal Fast Dials Service Parameter Settings

Table A-2 contains the service parameter settings for the three service parameters required for Personal Fast Dials service. When indicated, use the exact parameter name.

For a general description of these fields, see Table A-2.

**Table A-2** Personal Fast Dials Service Parameter Settings

Field	Definition		
Parameter Name	UserID (Use this exact name.)	UserPIN (Use this exact name.)	PreDial
Parameter Display Name	User Identification	PIN	Outside Access code
Default Value	None	None	None
Parameter Required	Yes	Yes	No
Parameter Description	Same user identification used with the Cisco IP Phone User Options window	Same user PIN used with the Cisco IP Phone User Options window	This access code will be added as a prefix to the stored directory number to provide access to an outline line

# Downloading the Cisco IP Phone Address Book Synchronizer

Users must install the Cisco IP Phone Address Book Synchronizer plugin on their computers before they can use the Personal Directory. Use the following procedure to download the Cisco IP Phone Address Book Synchronizer installation file. Once you download the file, you can distribute it to the users in your network.

## Procedure

---

- Step 1** Choose **Applications > Install Plugins**.
  - Step 2** Choose **Cisco IP Phone Address Book Synchronizer**.
  - Step 3** Follow the online instructions.
  - Step 4** Make the installation file available to the end users so they can install the Cisco IP Phone Address Book Synchronizer application on their own work stations.
- 

## Preparing the Phone User for Personal Directory

Once you have added the Personal Directory services and configured the service parameters, provide the phone user with the following information:

- Notification of the feature's availability
- Access to the installation file for the Cisco IP Phone Address Book Synchronizer for users to install on their own work stations
- Their user ID and PIN, if they do not already have it
- The URL for the Cisco IP Phone User Options web page for the user, if they do not already have it
- Information on using the Personal Directory services. Direct them to the *Cisco IP Phone 7960/7940 Quick Start Guide*.

