



Adding a New User

The User Configuration window in Cisco CallManager Administration allows the administrator to add, search, display, and maintain information about Cisco CallManager users. The following topics contain information on managing user directory information:

- [Adding a User, page 49-2](#)
- [User Configuration Settings, page 49-3](#)
- [Changing a User Password, page 49-5](#)
- [Changing a PIN, page 49-6](#)
- [Configuring Application Profiles, page 49-6](#)
- [Associating Devices to a User, page 49-7](#)
- [Associating Auto Attendant Profiles, page 49-8](#)
- [Associating Cisco CallManager Extension Mobility Profiles, page 49-9](#)
- [Associating Cisco IP SoftPhone Profiles, page 49-10](#)
- [Managing User Directory Information, *Cisco CallManager System Guide*](#)
- [Managing User Directory Configuration Checklist, *Cisco CallManager System Guide*](#)

Adding a User

The following procedure provides instructions on adding a user.

Procedure

Step 1 Choose **User > Add a New User**.



Note You can temporarily change the language for the User Information window by choosing a different language from the **View page in** drop-down list box. However, doing so only changes the language that is displayed for the current web session. The next time that you log on, the User Information window displays in the default language.

Step 2 Enter the appropriate settings as described in [Table 49-1](#).

Step 3 When you have completed the user information, save your changes and add the user by clicking **Insert**.

Next Steps

If you want to associate devices to this user, continue with the [“Associating Devices to a User”](#) procedure.

Related Topics

- [User Configuration Settings, page 49-3](#)
- [Changing a User Password, page 49-5](#)
- [Changing a PIN, page 49-6](#)
- [Configuring Application Profiles, page 49-6](#)
- [Associating Devices to a User, page 49-7](#)
- [Searching the Global Directory, page 50-1](#)
- [Managing User Directory Configuration Checklist, Cisco CallManager System Guide](#)

User Configuration Settings

Table 49-1 describes the user configuration settings.

**Note**

Cisco CallManager does not allow you to use the following special characters in any field on the User Information window: =, +, <, >, #, ;, \, , “”, and blank spaces.

Table 49-1 User Configuration Settings

Field	Description
First Name	Enter the user first name.
Last Name	Enter the user last name.
UserID	Enter the user identification name. Cisco CallManager does not permit modifying the user ID after it is created.
User Password	Enter five or more alphanumeric characters for the user password.
Confirm Password	Enter the user password again.
PIN	Enter five or more numeric characters for the Personal Identification Number.
Confirm PIN	Enter the PIN again.
Telephone Number	Enter the user telephone number.
Manager UserID	Enter the name of the user manager ID. The manager name that you enter must already exist in the directory as a user.
Department	Enter the user department number.

Table 49-1 User Configuration Settings (continued)

Field	Description
User Locale	<p>From the drop-down list box, choose the locale that is associated with the user. The user locale identifies a set of detailed information to support users, including language and font.</p> <p>Cisco CallManager uses this locale for Extension Mobility and the Cisco IP Phone User Options pages. For Cisco CallManager Extension Mobility log on, the locale that is specified here takes precedence over the device and device profile settings. For Cisco CallManager Extension Mobility log off, Cisco CallManager uses the user locale that is specified in the default device profile.</p> <p>Note If you do not choose a user locale, the locale that is specified in the Cisco CallManager service parameters as Default User Locale applies.</p>
Enable CTI Application Use	To configure users so they can use Computer Telephony Integration (CTI) applications, check the Enable CTI Application Use check box.
Call Park Retrieval Allowed	To configure users so they can retrieve parked calls, check the Call Park Retrieval Allowed check box.
View page in	From the drop-down selection box, choose the language that the phone displays.

Related Topics

- [Adding a User, page 49-2](#)
- [Changing a User Password, page 49-5](#)
- [Changing a PIN, page 49-6](#)
- [Associating Devices to a User, page 49-7](#)

Changing a User Password

Use the following procedure to change a user password for a user in the global directory.

Procedure

- Step 1** From the global directory, choose the user whose password you want to change as described in the [“Searching the Global Directory” section on page 50-1](#).
The User Configuration window displays with information about the chosen user.
- Step 2** Click the **Change** button next to the User Password field.
The Change Password for dialog box appears.
- Step 3** In the Password field, enter the new password.
- Step 4** In the Confirm Password field, enter the new password again.
- Step 5** Click **Update and Close**.
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Related Topics

- [Adding a User, page 49-2](#)
- [Changing a PIN, page 49-6](#)
- [Searching the Global Directory, page 50-1](#)
- [Managing User Directory Configuration Checklist, *Cisco CallManager System Guide*](#)

Changing a PIN

Use the following procedure to change the personal identification number (PIN) for a user in the global directory.

Procedure

- Step 1** From the global directory, choose the user whose PIN you want to change as described in the [“Searching the Global Directory” section on page 50-1](#).
- The User Configuration window displays with information about the chosen user.
- Step 2** Click the **Change** button next to the PIN field.
- The Change PIN for dialog box appears.
- Step 3** In the PIN field, enter the new PIN.
- Step 4** In the Confirm PIN field, enter the new PIN again.
- Step 5** Click **Update and Close**.
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Related Topics

- [Adding a User, page 49-2](#)
- [Changing a User Password, page 49-5](#)
- [Searching the Global Directory, page 50-1](#)

Configuring Application Profiles

After you add a new user, you can configure a profile for each application that is listed in the Application Profiles pane on the User Configuration window. These profiles allow each user to personalize phone features, Cisco IPMA, Cisco CallManager Extension Mobility, Auto Attendant, and Cisco IP SoftPhone capability.

Before you begin

Make sure that the user is in the database. See the [“Searching the Global Directory” section on page 50-1](#) for more information.

Related Topics

- [Associating Devices to a User, page 49-7](#)
- [Associating Auto Attendant Profiles, page 49-8](#)
- [Manager and Assistant Configuration, *Cisco CallManager Features & Services Guide*](#)
- [Associating Cisco CallManager Extension Mobility Profiles, page 49-9](#)
- [Associating Cisco IP SoftPhone Profiles, page 49-10](#)

Associating Devices to a User

After you have added a user, you can associate devices over which users will have control. Users can control some devices, such as phones. Applications that are identified as users can control other devices, such as CTI ports. When users have control of a phone, they can control certain settings for that phone, such as speed dial and call forwarding.

Before You Begin

To assign devices to a user, you must access the User Configuration window for that user. See the [“Searching the Global Directory” section on page 50-1](#) for information on accessing information on existing users. When the User Configuration window displays, perform the following procedure to assign devices.

Procedure

- Step 1** In the Application Profiles pane, click **Device Association**.
 - Step 2** Limit the list of available devices by entering the search criteria in the Available Device List Filters section, if desired, and click **Select Devices**.
 - Step 3** Check the check box of one or more devices you want to associate with the user. You can assign one primary extension from the devices to which the user is assigned by clicking the radio button in the **Primary Ext.** column for that device.
 - Step 4** When you have completed the assignment, click **Update Selected** to assign the devices to the user.
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Related Topics

- [Adding a User, page 49-2](#)
- [Searching the Global Directory, page 50-1](#)
- [Device Association, Cisco CallManager System Guide](#)
- [Managing User Directory Configuration Checklist, Cisco CallManager System Guide](#)

Associating Auto Attendant Profiles

The Automated Attendant (AA) service answers incoming calls and prompts the caller for a user name or extension. The AA scans the directory for a match to resolve the user name or extension and transfers the caller to the appropriate endpoint.

Before You Begin

To associate an automated attendant profile to a user, you must access the User Information window for that user. See the [“Searching the Global Directory” section on page 50-1](#) for information on accessing information on existing users. When the User Information window displays, perform the following procedure to associate profiles.

Procedure

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- Step 1** In the Application Profiles pane, choose **Auto Attendant**.
- Step 2** In the **Name Dialing** field, enter the attendant name (LastFirstM). For example, for John Quincy Smith, enter SmithJohnQ.
- If a same name or same numerical mapping occurs, a prompt indicates a duplicate key. At this point, you can either change the user name (through nicknames or removal of middle initials) or allow duplicates.
- Step 3** Click **Insert**.
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Related Topics

- [Adding a User, page 49-2](#)
- [Searching the Global Directory, page 50-1](#)
- [Cisco CallManager Auto Attendant Profiles](#), *Cisco CallManager System Guide*
- [Managing User Directory Configuration Checklist](#), *Cisco CallManager System Guide*

Associating Cisco CallManager Extension Mobility Profiles

Use Cisco CallManager Extension Mobility to configure a Cisco IP Phone 7940 or Cisco IP Phone 7960 to temporarily appear as the phone of a user. The user can log in to a phone, and the extension mobility profile (including line and speed-dial numbers) for the user resides on the phone. This feature applies primarily in environments where users are not permanently assigned to physical phones.

To associate an extension mobility profile to a user, you must access the User Information window for that user. See the [“Searching the Global Directory” section on page 50-1](#) for information on accessing information on existing users. To configure Cisco CallManager Extension Mobility, refer to the [“Cisco CallManager Extension Mobility”](#) chapter in the *Cisco CallManager Features and Services Guide*.

Related Topics

- [Adding a User, page 49-2](#)
- [Searching the Global Directory, page 50-1](#)
- [Managing User Directory Configuration Checklist](#), *Cisco CallManager System Guide*
- [Associating a User Device Profile to a User](#), *Cisco CallManager Features and Services Guide*

Associating Cisco IP SoftPhone Profiles



You can associate a device (line) to a user as a Cisco IP SoftPhone. This enables users to use their desktop PC to place and receive telephone calls and to control an IP telephone.

For more information on Cisco IP SoftPhone, refer to the *Cisco IP SoftPhone Administrator Guide*.

Before You Begin

To associate a desktop PC to a user, you must access the User Information window for that user. See the [“Searching the Global Directory” section on page 50-1](#) for information on accessing information on existing users. When the User Information window displays, perform the following procedure to associate the PC.

Procedure

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- Step 1** In the Application Profiles pane, choose **SoftPhone**.
The SoftPhone window displays.
- Step 2** In the **Associated PC** field, enter the IP Address or host name of the desktop PC.
-  **Note** You must make an entry in the Associated PC field that is required for collaboration with Virtual Conference Room.
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- Step 3** Click **Insert**.
The User Configuration window displays.
-  **Note** To use phone lines in standalone mode, check the Enable CTI Application Use check box.
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- Step 4** Click **Update**.
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Related Topics

- [Adding a User, page 49-2](#)
- [Searching the Global Directory, page 50-1](#)
- [Cisco IP SoftPhone Profiles, *Cisco CallManager System Guide*](#)
- [Managing User Directory Configuration Checklist, *Cisco CallManager System Guide*](#)

