



## About Your Preferences and Status

Preferences and status topics include:

- [Viewing Your Current Status, page 9-1](#)
- [Specifying Preferences, page 9-2](#)

### Viewing Your Current Status

To View This	Do This
The status of your connection	Look at the bottom of the console.
Your reachability status	<ul style="list-style-type: none"> <li>• Choose <b>Contacts &gt; Show My Info.</b></li> <li>• To have a constant view of your status: Add yourself to your contacts list. See the <a href="#">“Adding Contacts to Groups”</a> section on page 7-6.</li> </ul> <p>Status icon descriptions are in the <a href="#">“Determining Callee Reachability”</a> section on page 2-4.</p>
Your contact information	Choose <b>Contacts &gt; Show My Info.</b>
Your video image	See the <a href="#">“Previewing Your Video Image”</a> section on page 3-2.

# Specifying Preferences

- [Setting Up Voice Mail and Web Conferencing](#), page 9-2
- [Setting Up Automatic Login and Password Entry](#), page 9-4
- [Choosing the Active Phone](#), page 9-5
- [Specifying Your Preferred Contact Method and Contact Information](#), page 9-7
- [Specifying Your Reachability Status](#), page 9-9

## Setting Up Voice Mail and Web Conferencing

Use the procedures referenced in this section if:

- You have just logged in to Cisco Unified Personal Communicator for the first time.
- Your system administrator tells you to set up Cisco Unified Personal Communicator to use voice mail or web conferencing.
- Your voice-mail or web-conferencing passwords change and you need to update the passwords in Cisco Unified Personal Communicator to match.

### Procedures

- [Setting Up Voice Mail](#), page 9-2
- [Setting Up Web Conferencing](#), page 9-3

## Setting Up Voice Mail

Use this procedure if you want to access voice mail via Cisco Unified Personal Communicator.

### Procedure

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- Step 1** From your system administrator, obtain the username and password that you must enter into Cisco Unified Personal Communicator in order to use voice mail.

- Step 2** Choose **CiscoUPC > Preferences**.
- Step 3** Click **Accounts**.
- Step 4** Click **Account Information**.
- Step 5** In the list on the left side of the window, click **Unity Voicemail**.
- Step 6** Enter your login information for voice-mail access. If your system administrator gave you two passwords, use the Cisco Unity Assistant (web) password.
- Step 7** Click **Save**.
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#### Related Topics

- [Setting Up Cisco Unified Personal Communicator, page 1-3](#)
- [Accessing Voice Mail, page 8-4](#)

## Setting Up Web Conferencing



**Note** Anyone can *participate* in web conferencing. Your system administrator will tell you if you need to follow this procedure in order to *add* web conferencing to a conversation.

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#### Procedure

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- Step 1** From your system administrator, obtain the username and password that you must enter into Cisco Unified Personal Communicator in order to use web conferencing.
- Step 2** Choose **CiscoUPC > Preferences**.
- Step 3** Click **Accounts**.
- Step 4** Click **Account Information**.
- Step 5** In the list on the left side of the window, click **MeetingPlace Express**.
- Step 6** Enter your login information for web conferencing.

Step 7 Click **Save**.

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#### Related Topics

- [Setting Up Cisco Unified Personal Communicator, page 1-3](#)
- [Using Web Conferencing, page 4-1](#)

## Setting Up Automatic Login and Password Entry

These settings apply only on the computer on which you set them.

### Before Logging In

#### Procedure

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- Step 1 Launch the application
- Step 2 Enter your username and password.
- Step 3 Check one or both check boxes:
- **Remember password in Keychain**
  - **Automatically log in as:** [user name]
- You must check both check boxes to log in automatically.
- Step 4 Click **Login**.
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### After Logging In

#### Procedure

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- Step 1 Choose **CiscoUPC > Preferences**, then click **Profile**
- Step 2 Check one or both check boxes:
- **Remember the password for this profile**

- **Automatically log in using this profile.**

In order to log in automatically, you must also check **Remember the password for this profile**.

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#### Related Topics

- [Canceling Automatic Log In and Password Entry, page 9-5](#)

## Canceling Automatic Log In and Password Entry

You can cancel the settings described in the “[Setting Up Automatic Login and Password Entry](#)” section on page 9-4.

#### Procedure

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- Step 1** Choose **CiscoUPC > Preferences**.
  - Step 2** Click **Profile**.
  - Step 3** In the **Log In** section, uncheck the appropriate check box or boxes.
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## Choosing the Active Phone

Cisco Unified Personal Communicator can work with a Cisco Unified IP Phone such as the one on your desk, or work independently as a soft phone. A soft phone is a software application that lets you use your computer as a telephone.

You can change the active phone at any time, except during a call.

If your soft phone is the active phone, you can use your desk phone, but calls you make using your desk phone do not appear in the Recent Communications list.

#### Procedure

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- Step 1** To change the active phone, do one of the following:

- Choose **CiscoUPC > Preferences**. Then click **Profile** and choose a **Phone Mode** option.
- From the pop-up menu near the top of the console, choose a phone option.




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**Note** If you want to use video, choose **Soft Phone**.

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- Step 2** If you chose **Desk Phone**, see the [“Choosing the Associated Desk Phone”](#) section on page 9-6.
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## Choosing the Associated Desk Phone

If your system administrator has enabled this feature, you may be able to associate Cisco Unified Personal Communicator with one of several desk phones. For example, you may be able to temporarily use a phone in a conference room as if it were the phone on your own desk.

By default, the Cisco Unified IP Phone on your desk is the associated desk phone.

### Procedure

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- Step 1** Using the method described in the User Guide for your Cisco IP Phone, log in to the phone that you want to associate with Cisco Unified Personal Communicator.
- Step 2** Make sure your active phone is **Desk Phone**.
- Step 3** Do one of the following:
- From the Phone Mode drop-down list near the top of the console, choose **Choose Desk Phone**.
  - Choose **CiscoUPC > Preferences**. Then click **Profile**. Then, for the **Phone Mode** option, choose **Choose Desk Phone**.
- Step 4** Click a phone in the list to select it. Use the information in the table to help you identify the phones in the list:

Column Number	Column Name	Description
1	Device status	The currently associated desk phone is identified by a green bubble with a check mark.  Tip: To identify a phone, take the phone off the hook; if a device status in the list changes to blue with a dot in the center, you have identified the phone.
2	Device type	Hover your mouse pointer over the icon to identify the model of the phone.
3	Name	To identify a phone for future reference, double-click the name and enter a name of your choice.
4	Device Name	Number printed on the MAC label on the bottom of the phone.
5	Lines	Phone numbers (extensions) available via this phone.



**Note** To choose the phone on your own desk after you have changed it, click **Restore Default**.

Step 5 Click **OK**.

#### Related Topics

- [Choosing the Active Phone, page 9-5](#)

## Specifying Your Preferred Contact Method and Contact Information

Your preferred contact method specifies two things:

- The default contact method that Cisco Unified Personal Communicator uses when you contact people.

For example, if your preferred contact method is **Phone** then when you double-click a contact name, Cisco Unified Personal Communicator will phone that person. If you choose **E-mail**, Cisco Unified Personal Communicator will open a blank e-mail message addressed to the person.

- The contact method and phone number or e-mail address that you want other people to use to contact you.

To learn how this information is used, see the [“Identifying Preferred Contact Methods” section on page 2-6](#).

## Specifying the Method, Phone Number, and E-mail Address

### Procedure

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- Step 1** Choose **CiscoUPC > Preferences**.
- Step 2** Click **Profile**.
- Step 3** For **Preferred Contact**, choose an option.
- Step 4** For **Preferred phone** and **Preferred e-mail**, add the preferred contact number or address:
- Click the pop-up menu and choose **Add/Remove...**
  - Enter the contact information in **New**, click **Add**, then click **Done**.
- Step 5** Choose your preferred phone number and e-mail address from the pop-up menus in [Step 4](#).
- By default, the system uses information from your corporate directory.
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## Specifying Only the Method

Click the Preferred Contact icon near the top of the console and choose an option.

## Specifying Your Reachability Status

Your reachability status automatically changes based on when you use your computer or your phone, unless you choose a reachability status to display. If you set your status, this setting reverts to Automatic each time you log in to Cisco Unified Personal Communicator.

Reachability statuses are described in the [“Determining Callee Reachability” section on page 2-4](#).

### Procedure

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- Step 1** Perform the following:
- Near the top of the console, click the selection that is currently showing.
- Step 2** Choose an option:

Option	Details
<p><b>Automatically change status for activity</b></p> <p>If there is no check mark beside the option, select the option.</p>	<p>Cisco Unified Personal Communicator will display your status according to the descriptions in the table in the <a href="#">“Determining Callee Reachability” section on page 2-4</a>.</p> <p>To specify the conditions under which your status shows as Idle or Away, see the <a href="#">“Specifying When Your Reachability Status Changes Automatically” section on page 9-10</a>.</p>
<b>Available</b>	<p>The option you choose shows until you change it or quit Cisco Unified Personal Communicator.</p>
<b>Busy</b>	
<b>Away</b>	

- Step 3** (Optional) Specify a custom status message. See the [“Specifying Your Custom Status Message”](#) section on page 9-11.
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## Specifying When Your Reachability Status Changes Automatically

When your reachability status is set to Automatic, you should specify the conditions under which you appear to other users of Cisco Unified Personal Communicator as Available, Busy, Idle, or Away.

These settings apply whenever you are logged in to Cisco Unified Personal Communicator. They remain until you change them; you do not need to set them each time you log in.

### Procedure

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- Step 1** Choose **CiscoUPC > Preferences**.
- Step 2** Click **Reachability**.

To Do This	Do This
Always appear to other users as Available or Busy	Uncheck both check boxes in the window.
Never appear to other users as Idle	Uncheck <b>To Idle when I have not used the computer for: ___minutes</b>
Never appear to other users as Away	Uncheck <b>To Away when I have not used the computer for: ___minutes</b>

To Do This	Do This
Let your status reflect your activity, so that other users see your status as Available, Busy, Idle, or Away.	<p>Do all of the following:</p> <ul style="list-style-type: none"> <li>• Check both check boxes.</li> <li>• Specify the number of minutes that your phone or keyboard remains idle before your status changes to Idle and to Away.</li> </ul> <p>The number of minutes that you specify for Idle must be less than the number of minutes you specify for Away.</p>

#### Related Topics

- [Specifying Your Reachability Status, page 9-9](#)

## Specifying Your Custom Status Message

You can enter a custom status message that users see when they do the following:

- Hover their mouse pointer over your name in their contact list or Recent Communications.
- Look at your contact card (the message appears below your name.)

You can create and store multiple status messages from which to choose:

- [Creating Custom Status Messages, page 9-11](#)
- [Choosing a Message to Display, page 9-12](#)
- [Modifying Custom Status Messages, page 9-12](#)
- [Deleting Custom Status Messages, page 9-12](#)

#### Creating Custom Status Messages

- Step 1** Click the Reachability pop-up menu near the top of the console and choose **Edit Status Menu...**

- Step 2 Click the [+] button below the category of message you want to add (Available, Busy, or Away).
  - Step 3 Enter your custom status message, then press the <Enter> key.
  - Step 4 Click **Done**.
  - Step 5 (Optional) Choose the message to display.
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### Choosing a Message to Display

After you have created and saved a custom status message, you can choose it at any time:

Click the Reachability pop-up menu near the top of the console and choose a custom status message.



**Note** If there is a check mark beside **Automatically change status for activity**, and your reachability status changes, your message does not change. For more information about automatic status change, see the [“Specifying Your Reachability Status”](#) section on page 9-9.

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### Modifying Custom Status Messages

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- Step 1 Click the Reachability pop-up menu near the top of the console and choose **Edit Status Menu**.
  - Step 2 Double-click a message to change.
  - Step 3 Enter your new message.
  - Step 4 Click **Done**.
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### Deleting Custom Status Messages

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- Step 1 Click the Reachability pop-up menu near the top of the console and choose **Edit Status Menu**.
- Step 2 Click a message to delete.

**Step 3** Click the [-] button below the message.

**Step 4** Click **Done**.

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