



Using User Templates

If you want to do so, you can configure templates in the Cisco Voice Provisioning Tool; although template configuration/application is optional, it allows you to update specific configuration records quickly by applying the template, and hence, any configured template settings. After you apply a template to a specific configuration record, the record is updated to match the configuration in the template. For example, you could configure common configuration settings in a VPT user template for Cisco CallManager 4.1(3) and then apply the template to user configuration records in the Cisco Voice Provisioning Tool. Performing this task ensures that you do not have to configure these common settings for each user.

Use the information in this chapter in conjunction with the [“Template Overview” section on page 5-1](#), which provides descriptive information and important caveats for managing templates.

This chapter contains information on the following topics:

- [Finding a User Template, page 6-1](#)
- [Adding a User Template, page 6-2](#)
- [Updating a User Template, page 6-3](#)
- [Deleting a User Template, page 6-4](#)
- [Applying a User Template, page 6-4](#)
- [Obtaining Information on User Configuration Settings, page 6-4](#)

Finding a User Template

To find a user template, perform the following procedure:

To Find a User Template

- Step 1** In the Cisco Voice Provisioning Tool, choose **Templates > User Templates > Manage User Template**. The list of templates displays.
- Step 2** To navigate through the search results, perform the following tasks:
- In the Rows Per Page drop-down list box, choose the number of rows that you want to display.
 - In the Page field, enter the page that you want to display; then, click **Go**.
 - To go to the last page of results, click the forward double-arrow button.
 - To go to the next page of results (for example, to go from page 1 to page 2), click the forward single-arrow button.

- To go to the first page of results, click the backward double-arrow button.
- To go to the preceding page (for example, to go from page 2 to page 1), click the backward single-arrow button.



Tip To sort the columns, click the header that is displayed at the top of each column.

- Step 3** To display the configuration for a specific Cisco Voice Provisioning Tool user template, click the **Template Name** link.
- Step 4** If you want to update the settings for the Cisco Voice Provisioning Tool user template, see the “[Updating a User Template](#)” section on page 6-3.
- Step 5** If you want to delete the Cisco Voice Provisioning Tool user template, see the “[Deleting a User Template](#)” section on page 6-4.

Adding a User Template

To add a user template, perform the following procedure.

To Add a User Template

- Step 1** In the Cisco Voice Provisioning Tool, choose **Templates > User Templates > Add New User Template**. The Add New User Template page displays.
- Step 2** Configure the basic settings, as described in the “[User Parameters \(Basic User Settings\)](#)” section on page 11-1.
- Step 3** Click the **Save** button or choose **Action > Save**.



Tip To expand the CallManager User Information and/or the Unity User Information sections so that all settings display at the same time, choose **Shortcut > Expand All Sections**.

To display the CallManager User Information settings, choose **Shortcut > CallManager User Information**. If the Unity User Information was displayed before you used the shortcut, the Cisco Unity information now becomes hidden.

To display the Unity User Information settings, choose **Shortcut > Unity User Information**. If the CallManager User Information was displayed before you used the shortcut, the Cisco CallManager information now becomes hidden.

To display the Basic settings, choose **Shortcut > Basic User Information**. The GUI takes you immediately to the Basic User Information section.

- Step 4** Configure the CallManager User Information and/or Unity User Information settings, as described in the following sections:
- [CallManager User Information Settings, page 11-3](#)
 - [Cisco Unity User Information Settings, page 11-4](#)

**Tip**

When you add a template, configuring the CallManager User and Unity User Information settings is optional, unless the GUI marks the setting with an asterisk (*).

- Step 5** After you configure the settings that you want to use for the Cisco Voice Provisioning Tool user template, click the **Save** button or choose **Action > Save**.

Updating a User Template

To update a Cisco Voice Provisioning Tool user template, perform the following procedure.

To Update a User Template

- Step 1** Find the Cisco Voice Provisioning Tool user template that you want to update, as described in the [“Finding a User Template”](#) section on page 6-1.
- Step 2** After you click the template in the Manage User Template search results page and the record displays, update the Phone System and Message System drop-down list boxes, if applicable.

**Tip**

To expand the CallManager User Information and/or the Unity User Information sections so that all settings display at the same time, choose **Shortcut > Expand All Sections**.

To display the CallManager User Information settings, choose **Shortcut > CallManager User Information**. If the Unity User Information was displayed before you used the shortcut, the Cisco Unity information now becomes hidden.

To display the Unity User Information settings, choose **Shortcut > Unity User Information**. If the CallManager User Information was displayed before you used the shortcut, the Cisco CallManager information now becomes hidden.

To display the Basic settings, choose **Shortcut > Basic User Information**. The GUI takes you immediately to the Basic User Information section.

- Step 3** Update the CallManager User Information and/or Unity User Information settings, as described in the following sections:
- [CallManager User Information Settings, page 11-3](#)
 - [Cisco Unity User Information Settings, page 11-4](#)
- Step 4** Click the **Save** button or choose **Action > Save**.

Deleting a User Template



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To delete the Cisco Voice Provisioning Tool template from a specific Manage User Template <template name> configuration page, click the **Delete** button.

To delete one or more user templates at the same time, perform the following procedure.

To Delete a User Template

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- Step 1** Find the Cisco Voice Provisioning Tool user template that you want to delete, as described in the [“Finding a User Template” section on page 6-1](#).
 - Step 2** In the Manage User Template search results page, check the check box(es) next to the Template Name link(s).



Tip The Delete button appears disabled until you check the check box(es) next to the Template Name link(s).

- Step 3** Click the **Delete** button or choose **Action > Delete**.
 - Step 4** When the confirmation dialog box displays, click **OK**.
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Applying a User Template

For information on applying a user template to a specific user configuration page, see the [“Overview for Applying a Template to a Specific Configuration Page” section on page 5-4](#).

Obtaining Information on User Configuration Settings

For information on user configuration settings, see the [“User Configuration Settings” section on page 11-1](#).