



Phone button template setup

This chapter contains information about creating and using templates 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 that all phones have at least one line that is assigned. Normally, use button 1 for this. You can assign additional lines to a phone, depending on the Cisco Unified IP Phone model. Phones also generally have several features, such as speed dial and call forward, that are assigned to the remaining buttons.

- [About phone button template setup, page 1](#)
- [Phone button template deletion, page 2](#)
- [Phone button template settings, page 3](#)
- [Set up Cisco Unified IP Phone Expansion Module phone button template, page 3](#)

About phone button template setup

In Cisco Unified Communications Manager Administration, use the **Device > Device Settings > Phone Button Template** menu path to configure phone button templates.

Cisco Unified Communications Manager includes default templates for each Cisco Unified IP Phone model. When you add phones, you can assign one of these templates to the phone or create a template of your own.

You can make changes to the custom, nonstandard templates that you created, and you can change the label of the custom phone button template. You cannot change the function of the buttons in the default templates.

You can update a custom, nonstandard 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. You can change the button labels in the default phone button templates, but you cannot change the function of the buttons in the default templates. If you update a phone template, be sure to inform affected users of the changes.

The Programmable Line Key (PLK) feature expands the list of features that can be assigned to the line buttons to include features that are normally controlled by softkeys; for example, New Call, Call Back, End Call, and Forward All.

If you create a template for a Cisco Unified IP Phone, you can change the default template for that phone during autoregistration.

Phone button template configuration tips

If you are creating a custom, nonstandard phone button template, see the guidelines for creating new phone button templates. See the *Cisco Unified Communications Manager System Guide*.

Cisco Unified Communications Manager includes default templates for each Cisco Unified IP Phone model. When you add phones, you can assign one of these templates to the phone or create a template of your own.

If you create a template for a Cisco Unified IP Phone, you can change the default template for that phone during auto-registration.



Note Renaming a template does not affect the phones that use that template. All Cisco Unified IP Phones that use this template continue to use this template after it is renamed. You can rename only phone button templates that display a check box in the left column. All other phone button templates serve as standard, read-only templates.



Note When you update a template, the change affects all phones that use the template. You can update only phone button templates that display a check box in the left column. All other phone button templates serve as standard, read-only templates. After you update the template, click Reset to restart devices that use the template.

Phone button template deletion

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 or device profiles or the default template for a model (which is specified in the Device Defaults Configuration window).

To find out which devices are using the phone button template, choose Dependency Records link from the Related Links drop-down list box in the Phone Button Template Configuration window and click Go. If the dependency records are not enabled for the system, the dependency records summary window displays a message. If you try to delete a phone button template that is in use, Cisco Unified Communications Manager displays a message. Before deleting a phone button template that is currently in use, you must perform either or both of the following tasks:

- Assign a different phone button template to any devices that are using the phone button template that you want to delete.
- Delete the devices that are using the phone button template that you want to delete.



Note You can delete only phone button templates that display a check box in the left column. All other phone button templates serve as standard, read-only templates.

Related Topics

[Phone deletion preparation](#)

[About phone button template setup, on page 1](#)

[Access dependency records](#)

Phone button template settings

The following table describes the phone button template settings.

Table 1: Phone button template settings

Field	Description
Phone Button Template Information	
Button Template Name	Enter a unique name that Cisco Unified Communications Manager uses to identify the template.
Button Information	
Feature	Choose the function of the phone button that you want to specify in the template. The programmable line key feature provides multiple features that can be assigned to line buttons; for example, MCID, DND, Call Park, Call Pickup, and many more. Note You cannot change the function of buttons in default phone button templates.
Label	Enter a description of the button.

Related Topics

Set up Cisco Unified IP Phone Expansion Module phone button template

You create a new phone button template for a Cisco Unified IP Phone Expansion Module by copying one of the Standard Cisco IP Phone phone button template, configuring the phone buttons, and saving the new phone button template.

Select a phone button template to copy by choosing the phone button template for the phone model that you are attaching the expansion module to. For example, if you are attaching an expansion module to a Cisco Unified IP Phone 9951, then you copy the Standard 9951 SIP phone button template. Use the following procedure to configure a Cisco Unified IP Phone Expansion Module.

Procedure

- Step 1** Find the phone button template by using the Find and List Phone Button Templates window (**Device > Device Settings > Phone Button Template**).
- Step 2** From the list of matching records, locate the phone button template that matches the phone model that you is being attached to the phone extension module and click the Copy icon.
- Step 3** For Button Template Name, enter a unique name for the phone button template (for example, Expansion Module 1).
- Step 4** Click Save.
- Step 5** Update the appropriate settings for Feature and Label as described in [Table 1: Phone button template settings, on page 3](#) (the button template name that you just created will already display).
- Step 6** Click Save.
-