



## Home page

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The Home page appears immediately after users log in to Cisco Unified CM User Options. It can also be accessed by clicking Home in the Toolbar. The Home page contains general settings. The Home page gives users the ability to program Do Not Disturb, call forwarding, Reach Me Anywhere and speed dial.

This chapter contains the following topics:

- [Set Do Not Disturb, page 1](#)
- [Set call forwarding, page 1](#)
- [Add alternate number, page 2](#)
- [Enable Reach Me Anywhere, page 3](#)
- [Edit Reach Me Anywhere schedule, page 3](#)
- [Allowed lists and blocked lists, page 3](#)
- [Phone button setup, page 4](#)
- [Assign speed dial number, page 5](#)

## Set Do Not Disturb

When Do Not Disturb is activated, the phone does not ring when an incoming call is received. To turn on Do Not Disturb, check the **Do Not Disturb** check box that appears on the Home page and click **Save**.

If the pencil icon appears on the same line as the Do Not Disturb check box, advanced settings for Do Not Disturb are available for the phone. Click the pencil icon to open the Do Not Disturb Settings configuration window. In this window, you can configure advanced Do Not Disturb settings, such as how the phone directs an incoming call when Do Not Disturb is enabled and how the phone alerts the user that a call has been received. After you have finished configuring Do Not Disturb, click **Save**.

## Set call forwarding

When the Forward all Calls check box is checked, all calls that you receive on the phone line will be forwarded to another phone line. The drop-down list box stores a history of the last five numbers that the Call Forwarding feature was set to forward to.

To set Call Forwarding, follow these steps:

### Procedure

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- Step 1** On the Home page, check the **Forward all calls** check box.
  - Step 2** From the Forward all calls drop-down list box, choose one of the options, or enter the number in the list box.
  - Step 3** Click **Save**.
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## Add alternate number

Alternate numbers are other phone numbers where you can be reached, besides your main phone number. Cisco Unified CM User Options displays all your alternate numbers on the Home page. You must add alternate numbers to use the Reach Me Anywhere feature.



**Note** To add alternate numbers, you must have a Remote Destination Profile and Mobility enabled on your user profile in Cisco Unified Communications Manager.

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To add alternate numbers, follow these steps:

### Procedure

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- Step 1** On the Home page, under Alternate Numbers, click **Add New**. The Add New Alternate Numbers window appears.
  - Step 2** In the Alternate Number text box, enter the alternate phone number.
  - Step 3** In the Description text box, enter a description of the phone. For example, “home phone number.”
  - Step 4** From the Use settings from drop-down list box, select a Remote Destination Profile.
  - Step 5** If the number is a mobile number, check the **This is a mobile device** check box.
  - Step 6** If you want Reach Me Anywhere enabled for this alternate number, check the **Enable Reach Me Anywhere for this alternate number** check box.
  - Step 7** Complete the additional settings under Configure Reach Me Anywhere Settings.
  - Step 8** Complete the Schedule settings to schedule the times at which this phone number will be used by Reach Me Anywhere.
  - Step 9** Under Configure Incoming Call Settings, choose whether you want to assign an allowed list, assign a blocked list, or allow all calls.
  - Step 10** If you are assigning an allowed or blocked list, select the list you want to assign from the corresponding drop-down list box.
  - Step 11** Click **OK**.
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## Enable Reach Me Anywhere

Reach Me Anywhere is a feature you can program on your alternate numbers so that when someone dials your main phone number, the phone also rings at an alternate phone number, such as a mobile phone or your home phone.

Enable Reach Me Anywhere from the Home page. In the Alternate Numbers table, check the Reach Me Anywhere check box for each alternate number that you want to ring when someone dials your main number. To disable Reach Me Anywhere, uncheck the Reach Me Anywhere check box. Click Save to save your changes.



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**Note** To use Reach Me Anywhere, you must have alternate numbers programmed into your phone.

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## Edit Reach Me Anywhere schedule

You can configure Reach Me Anywhere to only be enabled at specific times of the day. For example, you can configure Reach Me Anywhere to only be active during business hours. To change the Reach Me Anywhere schedule, follow these steps:

### Procedure

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- Step 1** On the Toolbar, click **Home**.
  - Step 2** In the Alternate Numbers table, click the pencil icon that appears in the same row as the alternate number for which you want to change the Reach Me Anywhere schedule.
  - Step 3** Under Configure Reach Me Anywhere schedule, change the schedule settings.
  - Step 4** Click **OK**.
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## Allowed lists and blocked lists

You can create and then assign allowed and blocked lists to each of your alternate numbers to restrict the use of Reach Me Anywhere on that alternate number.

- With allowed lists, the alternate number rings only when the incoming call is from one of the numbers on the allowed list.
- With blocked lists, the alternate number does not ring if the incoming call is from one of the numbers on the blocked list.

## Create allowed lists and blocked lists

To create an allowed or blocked list for an existing alternate number, follow these steps:

### Procedure

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- Step 1** On the Toolbar, click **Home**.
  - Step 2** In the Alternate Numbers table, click the pencil icon that corresponds to the alternate number on which you want to create a list. The Edit Alternate Numbers window appears.
  - Step 3** Click the **Allowed or Blocked** tab.
  - Step 4** Under Allowed or Blocked, click **Add New**.
  - Step 5** In the Name field, enter a unique name for your list.
  - Step 6** In the Description field, enter a description of the list.
  - Step 7** Depending on whether you want the list to be an allowed list or a blocked list, click the **Allowed List for Alternate Numbers** or **Blocked List for Alternate Numbers** radio button.
  - Step 8** Click **OK**. The Allowed or Blocked table is updated the new list.
  - Step 9** In the Allowed or Blocked table, click the pencil icon that corresponds with the new list. The Edit Allowed or Blocked List window appears.
  - Step 10** For each phone number you want to add to the list, enter the phone number in the Phone field and click the Arrow (>) to add the phone number to the list.
  - Step 11** Click **OK** twice.
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## Assign allowed lists or blocked lists to alternate number

To assign an allowed list or a blocked list to an alternate number, do the following:

### Procedure

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- Step 1** On the Toolbar, click **Home**.
  - Step 2** In the Alternate Numbers table, click the pencil icon that appears in the same row as the alternate number on which you want to change the Reach Me Anywhere schedule.
  - Step 3** Under Configure Incoming Call Settings, choose whether you want to assign an allowed list, assign a blocked list, or allow all calls.
  - Step 4** If you want to assign an allowed list or blocked list, choose the list from the corresponding drop-down list box.
  - Step 5** Click **OK**.
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## Phone button setup

Cisco Unified CM User Options allows you to configure the main button assignments for your phone from the home page. Note that the template used for the button layout is different for each phone. As a result, for some phones you may be able to configure speed dial assignments or phone services assignments from this page, and for other phones those options may not appear.

# Assign speed dial number

To set speed dial for the main buttons on your phone, follow these steps:

## Procedure

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- Step 1** On the toolbar, click **Home**.
  - Step 2** Click the + sign that corresponds to the phone button you want to assign.
  - Step 3** If you want to assign a phone number that is not saved in your list of contacts, do the following:
    - a) Click the **Enter Number** radio button.
    - b) Enter the phone number and text label you want to assign to the button.
  - Step 4** If you want to assign a phone number for one of your contacts, do the following:
    - a) To use a contact, click the **Enter Speed Dial from Contact** radio button.
    - b) In the Contact Name drop-down list box, select the contact you want to assign to the button.
    - c) From the Phone drop-down list box, select the phone number for the contact.
  - Step 5** Click **Save**.
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