



## Configuring Users

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## Viewing a List of Users



### Important

A user can only be subscribed as a member of either any of the default group, or one or more newly created groups.

You can delete a user, who is subscribed as member of non-default group, only on unsubscribing from the associated non-default groups.

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### Procedure

#### Step 1

Choose **Configure > Users**.

The system displays the Configure Users page, containing the following fields:

- User ID—By default, the system displays users in alphabetical order by user ID.
- Display Name
- Primary Extension

#### Step 2

To delete a user from the Cisco Unified SIP Proxy system, do the following:

- a) Check the check box next to the user ID to delete.
- b) Click **Delete**.
- c) Click **OK** to confirm the deletion.

#### Step 3

To move to another page, use the left and right arrow buttons on the bottom right, or enter another page number and press **Enter**.

**Step 4** To sort users, click any of the headers.

**Step 5** To delete a user from the Cisco Unified SIP Proxy system, do the following:

- a) Check the check box next to the user ID to delete.
- b) Click **Delete**.
- c) Click **OK** to confirm the deletion.

## User Profile Fields

The table lists the fields on the User Profile page.

**Table 1: User Profile Parameters**

Parameter	Description
User ID	Alphanumeric user identifier.
First Name	First name of a user. Callers use these names to access the extension using the dial-by-name feature. These fields cannot contain special characters, spaces, or numbers.
Last Name	Last name of a user. Callers use these names to access the extension using the dial-by-name feature. These fields cannot contain special characters, spaces, or numbers.
Nick Name	Optional nickname of the user.
Display Name	User's name displayed within Cisco Unified SIP Proxy application.
Primary E.164 Number	User's primary telephone number, including area code.
Fax Number	Fax number for this user.
Language	The languages available depends on the version of Cisco Unified SIP Proxy that you have installed.
Password options	For the password used by the user to access the GUI, select one of the following: <ul style="list-style-type: none"> <li>• Generate a Random Password—To have the system generate a random password.</li> <li>• Blank Password—To leave the password blank.</li> <li>• Password Specified Below—To specify a password for this user.</li> </ul>
Password	Consists of letters and numbers and is at least 3 characters but not more than 32 characters long.

Parameter	Description
PIN options	<b>Note</b> Although there is space to set a PIN, the Cisco Unified SIP Proxy system does not use PINs. If you set values here, they will not be used.
PIN	Not used.

## Adding a New User

Use this procedure to add a new user to the system.

### Procedure

**Step 1** Choose **Configure > Users**.

The system displays the Configure Users page.

**Step 2** Click **Add**. The Add a New User window appears.

**Step 3** Enter information into the following fields. See [User Profile Fields, on page 2](#).

**Step 4** Click **Add**.

**Note** If you selected a random password or PIN, a message appears with the new password or PIN. Write these values in a secure place to give to the user. They are The value is also displayed on the user profile page (see [Displaying or Changing a User Profile, on page 3](#)).

## Displaying or Changing a User Profile

The system displays the User Profile page, containing the fields in the section User Profile Fields.

### Procedure

**Step 1** Select **Configure > Users**.

The system displays the Configure Users page.

**Step 2** Click the underlined user ID of the person whose profile you want to see.

**Note** If you do not see the user you are looking for, click **Find**. (See [Finding a User, on page 4](#).)

### Related Topics

[Finding a User, on page 4](#)

# Displaying or Changing Group Subscriptions

Use this procedure to modify the groups to which a user is assigned.

## Procedure

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- Step 1** Choose **Configure > Users**.  
The system displays the Configure Users page.
- Step 2** Click the underlined name of the user whose group subscription you want to view or modify.  
The system displays the User Profile page.
- Step 3** Click the **Groups** tab. The following fields are displayed:
- Group ID
  - Rights—whether the user is a member or owner of the group.
  - Description
  - Primary extension—primary extension assigned to the group.
- Step 4** To subscribe the user as the owner of another group, click **Subscribe as owner**. To subscribe the user as a member of another group, click **Subscribe as member**.  
The system displays the Find page.
- Step 5** Enter the group ID, description, or extension number, and click **Find**.
- Step 6** Check the check box next to the group for this user to join and click **Select Rows**.
- Step 7** (Optional) To unsubscribe the user from a group, check the check box next to the group name and click **Unsubscribe**.

## Related Topics

[Configuring Groups](#)

# Finding a User

## Procedure

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- Step 1** Choose **Configure > Users**.  
The system displays the Configure Users window.
- Step 2** Click **Find**.  
The system displays the following fields:

- User ID
- Name
- Extension

**Step 3** Enter the search criteria in one or more fields and click **Find**.  
The system displays the results of your search.

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## Changing Your Password



### Restriction

- Passwords should be at least three and no more than 32 alphanumeric characters in length.
  - Use a mixture of uppercase and lowercase letters and numbers.
  - Spaces are not allowed.
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### Procedure

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- Step 1** Select **Configure > Users**.  
The system displays the Configure Users page.
- Step 2** Click your name in the list of users.
- Step 3** Ensure that **Password specified below** is selected in the Password options field.
- Step 4** Enter your new password.
- Step 5** Enter your new password again for verification.
- Step 6** Click **Apply**.
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