



Configuring Users

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Viewing a List of Users

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 see a different number of users on each page, on the top right, choose another number from the drop-down box and click **Go**. You can choose to see 10, 25, 50, 100, or all users.

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, which also deletes the user's mailbox, 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.
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User Profile Fields

[Table 26](#) lists the fields on the User Profile page.

Table 26 **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 language in which prompts are spoken to the voicemail users. The languages available depend on the version of Cisco Unified SIP Proxy that you have installed.
Password Login	Whether or not the login is password-enabled.
Password options	For the password used by the user to access the GUI, select one of the following: <ul style="list-style-type: none"> • Generate a Random Password—To have the system generate a random password. • Blank Password—To leave the password blank. • Password Specified Below—To specify a password for this user.
Password	Consists of letters and numbers and is at least 3 characters but not more than 32 characters long.
PIN Login	Whether or not the login is PIN-enabled.
PIN options	Note 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.

Related Topics

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Adding a New User

Procedure

- Step 1** Choose **Configure > Users**.
The system displays the Configure Users page.
- Step 2** Click **Add**.
- Step 3** Enter information into the fields. See [Table 26](#).
- Step 4** Click **Add**.



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

Related Topics

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Displaying or Changing a User Profile

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](#).)

The system displays the User Profile page, containing the fields in [Table 26](#).

Related Topics

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Displaying or Changing Group Subscriptions

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

Procedure

- 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 of the general-delivery mailbox 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**.
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Related Topics

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- [Configuring Groups](#)

Finding a User

Procedure

- 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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Related Topics

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Changing Your Password

Restrictions

- 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.

Procedure

- 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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Related Topics

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