



## Configuring Users and Groups

All configuration and administration functions for Cisco Unity Express are available through the graphical user interface (GUI). However, you may find using the command-line interface (CLI) is more efficient than using the GUI. For example, you may want to create a script to configure a large number of subscribers for a specific system. In this case, the CLI can be more efficient.

This chapter describes the commands for the following tasks and contains the following sections:

- [Prerequisites, page 1](#)
- [Adding and Modifying a User, page 1](#)
- [Adding and Modifying a Group, page 7](#)
- [Configuring Privileges, page 11](#)

## Prerequisites

Verify that the telephones and extensions connected to the Cisco Unified CME router or Cisco Unified Communications Manager server are configured. If you have not completed the configuration, see your [Cisco Unified Communications Manager administrator guide](#) or [Cisco Unified CME administrator guide](#) for the procedures.

## Adding and Modifying a User

Users, or subscribers, configured in Cisco Unified CME or Cisco Unified Communications Manager can be imported to the Cisco Unity Express database.

- Cisco Unity Express does *not* automatically synchronize its database with the Cisco Unified Communications Manager database. If a subscriber defined in Cisco Unity Express must be in the Cisco Unified Communications Manager database, go back to Cisco Unified Communications Manager later and define the subscriber there.



**Note** If you change a Cisco Unified CME user's password on Cisco Unity Express with Configure --> Users, the password for that user is updated on Cisco Unified CME. However, the reverse is not true: a user password changed on Cisco Unified CME will not be updated to Cisco Unity Express.

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- To synchronize the Cisco Unity Express and Cisco Unified CME databases, use the Cisco Unity Express GUI option **Administration > Synchronize Information**.

The procedure described in this section allows you to create a new user in the system. Use the same procedures to modify an existing user's properties.

Cisco Unity Express supports twice as many users as mailboxes. Some subscribers, such as system administrators, might not be assigned a voice mailbox. The maximum number of users is determined by the license of the module. See “[Recording a Prompt File](#)” on page 29 for the maximum number of users permitted for your module.

## Required Data for This Procedure

The following information is required for adding or modifying a user:

- Username—The user ID. The username must be at least 3 and no more than 32 characters. Cisco Unity Express allows only letters, numbers, underscore (\_), dot (.), and dash (-) in user IDs. User IDs must start with a letter. Do not use spaces in the username.
- (Optional) Full name—First and last name of the subscriber. It must start and end with quotation marks (“ ”).
- (Optional) Group—Name of an existing group in which this subscriber is a member.
- (Optional) Password—Password for logging into the Cisco Unity Express GUI. The password must include a minimum length ranging from 8 through 64 characters. There is no limit on the maximum number of characters. Spaces are not allowed. A valid password should have at least one uppercase letter, one lowercase letter, one number, and a symbol.
- (Optional) PIN—Personal identification number for logging into the TUI. The PIN must be at least 3 and no more than 16 digits.



**Note** To configure PINless voice mail, see “[Configuring PINless Mailbox Access](#)” on page 13.

## SUMMARY STEPS

EXEC mode:

1. **username userid [create | delete | fullname [first “first-name” | last “last-name” | display “full-name”] | group group-name | language “language”| password “password” | pin number]**
2. **show users**  
or  
**show user detail username userid**
3. **copy running-config startup-config**

Configuration mode:

1. **config t**
2. **username userid [create | phonenumbers phone-number | phonenumbersE164 full-number]**
3. **exit**

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4. **show users**  
OR  
**show user detail username *userid***
5. **copy running-config startup-config**

**REVIEW DRAFT - CISCO CONFIDENTIAL****DETAILED STEPS****EXEC mode:**

Command or Action	Purpose
<b>Step 1</b> <pre>username userid [create   delete   fullname [first "first-name"   last "last-name"   display "full-name"]   group group-name   language "language"   password "password"   pin number]</pre>	<p>Creates the subscriber with the specified user ID. The optional parameters configure more information for the subscriber:</p> <ul style="list-style-type: none"> <li>• <b>userid</b>—User ID of the subscriber. The user ID must be at least 2 and no more than 31 characters. Cisco Unity Express allows only letters, numbers, underscore (_), dot (.), and dash (-) in user IDs. Do not use spaces in the username. User IDs must start with a letter.</li> </ul>

**Example:**

```
se-10-0-0-0# username user1 create
se-10-0-0-0# username user2 fullname display "User 2"
se-10-0-0-0# username user2 group sales
se-10-0-0-0# username user2 password "green"
se-10-0-0-0# username user2 pin 4444
se-10-0-0-0# username user2 delete
```

- **create**—Creates the subscriber with no other information.
- **delete**—Deletes an existing subscriber.
- **fullname**—Specifies a full name for this subscriber. This full name appears on telephone displays.
- **group**—Associates this subscriber with an existing group.
- **language**—Specifies the default language used for the specified user. See the *Release Notes for Cisco Unity Express* for a list of available languages.
- **password**—Specifies a password for this subscriber. The *password* value must be entered within quotation marks (""). Spaces are not allowed. Acceptable password characters are lowercase letters a to z, uppercase letters A to Z, digits 0 to 9, and the following symbols: - , . + = \_ ! @ # \$ ^ \* ( ) ? / ~ < > & %.
- **pin**—Specifies a personal identification number (PIN) for this subscriber. The subscriber enters this number from the telephone when accessing the voice-mail system. The PIN can contain a maximum number of 16 digits. The asterisk (\*) and pound sign (#) cannot be used.

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Command or Action	Purpose
<b>Step 2</b> <pre>show users</pre> or <pre>show user detail username userid</pre> <p><b>Example:</b> se-10-0-0-0# show user detail username user2</p>	Displays a list of user IDs for all subscribers configured on the system. or Displays the detailed information configured for the specified subscriber.
<b>Step 3</b> <pre>copy running-config startup-config</pre> <p><b>Example:</b> se-10-0-0-0# copy running-config startup-config</p>	Copies the configuration changes to the startup configuration.

**Examples**

The following output illustrates the **show users** and **show user detail username** commands:

```
se-10-0-0-0# show users
user1
user2

se-10-0-0-0# show user detail username user2
Full Name:           User 2
First Name:
Last Name:           user2
Nickname:            user2
Phone:
Phone(E.164):
Language:            en_ENU
se-10-0-0-0#
```

**REVIEW DRAFT - CISCO CONFIDENTIAL****Configuration mode:**

Command or Action	Purpose
<b>Step 1</b> config t	Enters configuration mode.
<b>Example:</b> <pre>se-10-0-0-0# config t</pre>	
<b>Step 2</b> <b>username userid [create   phonenumbers phone-number   phonenumbersE164 full-number]</b>  <b>Example:</b> <pre>se-10-0-0-0(config)# username user3 create se-10-0-0-0(config)# username user3 phonenumbers 50180 se-10-0-0-0(config)# username user3 phonenumbersE164 13335550180</pre>	Creates the subscriber with the specified user ID. The optional parameters configure more information for the subscriber: <ul style="list-style-type: none"> <li>• <b>userid</b>—User ID of the subscriber. The user ID must be at least 2 and no more than 31 characters. Cisco Unity Express allows only letters, numbers, underscore (_), dot (.), and dash (-) in user IDs. Do not use spaces in the username. User IDs must start with a letter.</li> <li>• <b>create</b>—Creates the subscriber with no other information.</li> <li>• <b>phonenumbers</b>—Specifies a number or extension for this subscriber. Spaces or dashes are not allowed.</li> <li>• <b>phonenumbersE164</b>—Specifies a telephone number with area code for this subscriber. Spaces or dashes are not allowed.</li> </ul>
<b>Step 3</b> exit	Exits configuration mode.
<b>Example:</b> <pre>se-10-0-0-0(config)# exit</pre>	
<b>Step 4</b> show users  or  show user detail username userid  <b>Example:</b> <pre>se-10-0-0-0# show user detail username user2</pre>	Displays a list of user IDs for all subscribers configured on the system.  or  Displays the detailed information configured for the specified subscriber.
<b>Step 5</b> copy running-config startup-config  <b>Example:</b> <pre>se-10-0-0-0# copy running-config startup-config</pre>	Copies the configuration changes to the startup configuration.

**Examples**

The following example illustrates configuring a subscriber and the output from the **show** commands:

```
se-10-0-0-0(config)# username user3 create
se-10-0-0-0(config)# username user3 phonenumbers 50180
se-10-0-0-0(config)# exit
se-10-0-0-0# show users
```

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```

user1
user2
user3
se-10-0-0-0# show user detail username user3
Full Name:          User 3
First Name:
Last Name:           user3
Nickname:            user3
Phone:               50180
Phone (E.164):
Language:            en_ENU

```

## Adding and Modifying a Group

A group is a collection of subscribers, usually with a common function or purpose, such as sales, main office, customer service, or technicians. A group has the following characteristics:

- Members of the group can be individual subscribers or other groups.
- The group is assigned an extension.
- The group can have a mailbox assigned to it.
- A group can have zero or more subscribers as owners. An owner of a group can add and delete members. Additionally, an owner can add and delete other owners to the group.
- Members can belong to more than one group.
- Members can be added to the group using the configuration mode **groupname** command or using the EXEC mode **username** command. See “[Adding and Modifying a User](#)” on page 1 for details about the **username** command.



**Note** Subscribers must exist before being added to a group. See “[Adding and Modifying a User](#)” on page 1 to configure the subscriber’s detailed information.

- Only members have access to the messages in a group’s voice mailbox. The owner is not considered a member of the group. If the owner needs to access the group’s mailbox, add the owner as a member of the group. (The owner’s name appears twice in the group, once as a member and once as the owner.)
- A group can be assigned a privilege level. The privilege level permits the members of the group to access all or a restricted set of administrative functions. Use the **show privileges** command to display the privilege levels installed on your system. Use the **show groups privileges** command to display the privileges assigned to each group. See “[Configuring Privileges](#)” on page 11 for more information about privilege levels.

See “[Recording a Prompt File](#)” on page 29 for the maximum number of groups, owners, and members permitted on your system.

The following procedure allows you to create a new group in the system.

## Required Data for This Procedure

The following information is required to define a group:

- EXEC mode:

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- Name of group
- (Optional) Description of group
- (Optional) Full name of group
- Configuration mode:
  - Name of group
  - (Optional) One or more existing user or group IDs to be added as members
  - (Optional) One or more existing user IDs to be added as owners
  - (Optional) Extension or telephone number of the group
  - (Optional) Full E.164 telephone number of the group
  - (Optional) Privilege level for the group

**SUMMARY STEPS**

EXEC mode:

1. **groupname userid [create | delete | description "description" | fullname "full-name"]**
2. **show groups**  
or  
**show group detail groupname groupid**
3. **copy running-config startup-config**

Configuration mode:

1. **config t**
2. **groupname groupid [member username | owner ownername | phonenumbers phone-number | phonenumbersE164 full-number | privilege privilege-id]**
3. **exit**
4. **show groups**  
or  
**show group detail groupname groupid**
5. **copy running-config startup-config**

**REVIEW DRAFT - CISCO CONFIDENTIAL****DETAILED STEPS****EXEC mode:**

Command or Action	Purpose
<b>Step 1</b> <code>groupname groupid [create   delete   description "description"   fullname "full-name"]</code>	Creates the group with the <i>groupid</i> value. The optional parameters configure more information for the group: <ul style="list-style-type: none"> <li>• <b>create</b>—Creates the group with no other information.</li> <li>• <b>delete</b>—Deletes an existing group.</li> <li>• <b>description</b>—Specifies a description of the group.</li> <li>• <b>fullname</b>—Specifies a long name for the group.</li> </ul>
<b>Example:</b> <pre>se-10-0-0-0# groupname sales fullname "Sales Department" se-10-0-0-0# groupname sales description "Retail Sales Department" se-10-0-0-0# groupname sales delete</pre>	
<b>Step 2</b> <code>show groups</code>  or  <code>show group detail groupname groupid</code>	Displays a list of group IDs for all configured groups. This command does not display the details for the groups.  or  Displays the detailed configuration information for the group <i>groupid</i> value.
<b>Step 3</b> <code>copy running-config startup-config</code>	Copies the configuration changes to the startup configuration.
<b>Example:</b> <pre>se-10-0-0-0# copy running-config startup-config</pre>	

**Examples**

The following example creates a group and displays the output of the **show** commands:

```
se-10-0-0-0# groupname sales fullname "Sales Department"
se-10-0-0-0# groupname sales description "CA office"

se-10-0-0-0# show groups
Administrators
sales

se-10-0-0-0# show group detail groupname sales
Full Name:          Sales Department
Description:        CA office
Phone:
Phone(E.164):
Language:           en_ENU
Owners:
Members:
se-10-0-0-0#
```

**REVIEW DRAFT - CISCO CONFIDENTIAL****Configuration mode:**

Command or Action	Purpose
<b>Step 1</b> config t	Enters configuration mode.
<b>Example:</b> <pre>se-10-0-0-0# config t</pre>	
<b>Step 2</b> <b>groupname</b> <i>groupid</i> [ <b>member</b> <i>username</i>   <b>owner</b> <i>ownername</i>   <b>phonenumbers</b> <i>phone-number</i>   <b>phonenumbersE164</b> <i>full-number</i>   <b>privilege</b> <i>privilege-id</i> ]	Creates the group with the <i>groupid</i> value. The optional parameters configure more information for the user: <ul style="list-style-type: none"> <li><b>member</b>—Associates an existing subscriber as a member of this group. Repeat this command to assign multiple subscribers to the group.</li> <li><b>owner</b>—Specifies the owner of the group. The owner is not considered a member. If the owner is to have access to the group's voice mailbox, also assign the owner as a member.</li> <li><b>phonenumbers</b>—Associates a number or extension with this group. No spaces or dashes are allowed.</li> <li><b>phonenumbersE164</b>—Associates a telephone number and area code with this group. No spaces or dashes are allowed.</li> <li><b>privilege</b>—Specifies the privilege level for the group. Members assigned to this group have the designated privilege rights.</li> </ul>
<b>Step 3</b> exit  <b>Example:</b> <pre>se-10-0-0-0(config)# exit</pre>	Exits configuration mode.
<b>Step 4</b> show groups  or  show group detail <b>groupname</b> <i>groupid</i>  <b>Example:</b> <pre>se-10-0-0-0# show group detail groupname sales</pre>	Displays a list of group IDs for all configured groups. This command does not display the details for the groups.  Displays the detailed configuration information for the group <i>groupid</i> value.
<b>Step 5</b> copy running-config startup-config  <b>Example:</b> <pre>se-10-0-0-0# copy running-config startup-config</pre>	Copies the configuration changes to the startup configuration.

**Examples**

The following example adds an owner and two members to the group sales and assigns sales a phone number:

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```

se-10-0-0-0# config t
se-10-0-0-0(config)# groupname sales member user1
se-10-0-0-0(config)# groupname sales member user2
se-10-0-0-0(config)# groupname sales owner user1
se-10-0-0-0(config)# groupname sales phonenumber 50163
se-10-0-0-0(config)# groupname sales phonenumberE164 12225550163
se-10-0-0-0(config)# groupname sales privilege ManagePrompts
sse-10-0-0-0(config)# exit

se-10-0-0-0(# show groups
Administrators
sales

se-10-0-0-0# show group detail groupname sales
Full Name: Sales Department
Description: CA office
Phone: 50163
Phone (E.164): 12225550163
Language: en_ENU
Owners: user1
Members: user1 user2
se-10-0-0-0(#
```

## Configuring Privileges

Cisco Unity Express software recognizes these privileges for subscribers:

- Superuser—The superuser privilege permits subscribers to log in to the Cisco Unity Express GUI as an administrator. Additionally, it permits subscribers to record spoken names for remote subscribers and locations through the Administration via Telephone (AvT).
- ManagePrompts—The prompt management subscriber has access to the AvT but not to any other administrative functions.
- broadcast—The broadcast privilege permits the subscriber to send broadcast messages across the network.
- local-broadcast—The local-broadcast privilege permits subscribers to send broadcast messages only to subscribers on the local network.
- ManagePublicList—The ManagePublicList privilege permits the subscriber to create and modify public distribution lists.
- ViewPrivateList—The ViewPrivateList privilege allows the subscriber to view another subscriber's private distribution lists. The subscriber cannot modify or delete the private lists.
- ViewRealTimeReports—The ViewRealTimeReports privilege permits the subscriber to view Real Time Reports.
- ViewHistorical Reports—The
- ViewHistoricalReports privilege permits the subscriber to view Historical Reports.
- vm-imap—The vm-imap privilege gives subscribers access to the IMAP feature.

These privilege levels are assigned to a group, and any member of the group is granted the privilege rights. The software initialization process created an Administrator group from the imported subscribers designated as administrators. Other groups can be created with these privileges. Assign subscribers to an existing group using the CLI commands or the GUI option **Configure> Users**.

To display a list of privileges, use the **show privileges** command in Cisco Unity Express EXEC mode.

To configure a group with a privilege level, see “[Adding and Modifying a Group](#)” on page 7.

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