



Configure Remote Users

- [View List of Remote Users, on page 1](#)
- [Add a New Remote User, on page 1](#)
- [Display or Modify a Remote User, on page 2](#)
- [Delete a Remote User, on page 3](#)

View List of Remote Users

Use this procedure to view a list of users at remote locations.



Note You must have at least one remote network location configured before you can add, modify, or view a list of remote users. See [Configure Network Locations](#) for more information.

Choose **Configure > Remote Users**. The **Configure Remote Users** window appears and contains the following fields:

- **User ID**—By default, the system displays users in alphabetical order by user ID. To sort from A to Z, click **User ID**.
- **Display Name**—To display the list of users in order by display name, click **Display Name**.
- **Location ID**—To display the list of users in order by Location ID, click **Location ID**.
- **Primary Extension**—To display the list of users in order by primary extension, click **Primary Extension**.
- Use the dialog box to change the number of rows displayed per window.

Add a New Remote User

Use this procedure to add a new remote user to the system directory. Remote users are users whose voice mailboxes are located at a remote network location. Remote users who are added to the system directory can be reached using the dial-by-name feature, and senders receive address and spoken name confirmation when sending messages to remote users.



Note The system administrator can record a spoken name for remote users using the Administration via Telephone (AvT) interface. Spoken name information is also retrieved from the Voice Profile for Internet Mail (VPIM) messages received by the system from the remote user and the system directory is updated accordingly.

The number of users supported depends on the Cisco Unity Express module being used. See the [Cisco Unity Express Release Notes](#) for detailed support information.



Note You must add the remote user's location before adding the remote user to the system.

Step 1 Choose Configure > Remote Users. The Configure Remote Users window appears.

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

Step 3 Enter information into the following fields:

- User ID
- First Name and Last Name
- Display Name
- Primary Extension
- Location: Choose one of the following to identify the location:
 - Location ID
 - Abbreviation—Alphanumeric abbreviation for the location.

Step 4 To save the information, click Add.

Display or Modify a Remote User

Use this procedure to display or modify the profile of a remote user in the system directory. Remote users are users whose voice mailboxes are located at a remote network location. Remote users who are added to the system directory can be reached using the dial-by-name feature, and senders receive address and spoken name confirmation when sending messages to remote users.



Note The system administrator can record a spoken name for remote users using the Administration via Telephone (AvT) interface. Spoken name information is also retrieved from the VPIM messages received by the system from the remote user and the system directory is updated accordingly.

The number of users supported depends on the Cisco Unity Express module being used. See the [Cisco Unity Express Release Notes](#) for further support information.

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- Step 1** Choose Configure > Remote Users. The Configure Remote Users window appears.
- Step 2** Click the name of the remote user whose profile you want to view. The Remote User Profile Window appears with the following fields shown that you can change:
- First Name and Last Name
 - Display Name
 - Primary Extension
 - Location: Choose one of the following to identify the location:
 - Location ID
 - Abbreviation—Alphanumeric abbreviation for the location.
- Step 3** After making any changes, click Apply.
- Step 4** Click Ok at the information prompt.
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Delete a Remote User

Use this procedure to delete a remote user from the system directory.

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- Step 1** Choose Configure > Remote Users. The Configure Remote Users window appears.
- Step 2** Check the box next to the user ID that you want to delete.
- Step 3** Click Delete.
- Step 4** Click Ok to confirm the deletion.
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