



Administration Console: User Tasks

Everyone who uses Cisco IPICS is assigned a user role. This role allows you to log into the Administration Console, view and update your user information, update your communication preferences so that you can use Cisco IPICS to communicate with other Cisco IPICS users, and download the Cisco PMC client application to your PC.

The user role may be your only role, or you may have one or more other roles (system administrator, dispatcher, or operator).

This chapter contains the following sections:

- [Logging in to Cisco IPICS, page 5-1](#)
- [Managing Your User Profile, page 5-2](#)
- [Downloading the PMC, page 5-6](#)

Logging in to Cisco IPICS

When you start Cisco IPICS, the Cisco IPICS Login window displays.

To log into Cisco IPICS, enter your user name in the User Name field, enter your password in the Password field, and then click **Log In**.

User names and passwords are case-sensitive, so make sure to enter them exactly as they are configured.

After you log in, Cisco IPICS Administration Console displays your user profile. If you have been assigned more than one user role, tabs for those roles display beside the User tab. For more information about how an operator assigns user roles, see the [“Managing Users and User Groups” section on page 3-3](#).

Managing Your User Profile

Your user profile includes your name, password, default location, communication preference, and other optional personal information. Your user profile was initially set up by a Cisco IPICS operator, but you can change information as needed.

Your user profile information is shown in the Edit User Details window, which displays after you log in to Cisco IPICS.

Managing your user profile involves reviewing and updating this information. To manage your user profile, perform this procedure:

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- Step 1** If the Edit User Details window is not displayed, click the **Maintain Profile** link in the Administration Console User tab.
- Step 2** Review the information that is described in [Table 5-1](#) and update this information as needed.

Fields that are designated as display only can be changed by a Cisco IPICS operator as described in the [“Managing Users and User Groups” section on page 3-3](#).

Table 5-1 Edit User Details Area Fields

Field	Description
User ID— <i>Display only</i>	The ID that you enter when you log into Cisco IPICS.
First Name	Your first name. Valid characters: alphanumeric characters, space, hyphen (-), and apostrophe (').

Table 5-1 Edit User Details Area Fields (continued)

Field	Description
Last Name	Your last name. Valid characters: alphanumeric characters, space, hyphen (-), and apostrophe (').
Password	The password that you enter when you log into Cisco IPICS. For security, you should change your password periodically. A password must contain at least 8 characters. Valid characters: alphanumeric characters, special characters except space.
Confirm Password	Confirmation of the entry in the password field.
Digit ID	Identifier that you enter when you access Cisco IPICS from a Cisco IP Phone that has been configured for use with Cisco IPICS. Valid characters: numeric characters.
Digit Password	Password that you enter when you access Cisco IPICS from a Cisco IP Phone that has been configured for use with Cisco IPICS. Valid characters: numeric characters.
Confirm Digit Password	Confirmation of entry in the Digit Password field.
Address	Your street address. Valid characters: alphanumeric characters, spaces, and these special characters: . , - ' # () / : .
Address (cont)	Additional street address information. Valid characters: alphanumeric characters, spaces, and these special characters: . , - ' # () / : .
City	Your city. Valid characters: alphanumeric characters, space, hyphen (-), and apostrophe (').

Table 5-1 Edit User Details Area Fields (continued)

Field	Description
State/Province	Your state or province. Valid characters: alphanumeric characters, space, hyphen (-), and apostrophe (').
Country	Your country. Valid characters: alphanumeric characters, space, and period (.).
Zip/Postal Code	Your zip or postal code. Valid characters: alphanumeric characters, space, and period (.).
E-mail	Your e-mail address. Valid characters: alphanumeric characters, underscore (_), period (.), and ampersand (@).
Default Location	Location used by your Cisco IP Phone.
Roles— <i>Display only</i>	Cisco IPICS roles that have been assigned to you. “All” indicates that you have been assigned the privileges of all roles.
IPICS Status— <i>Display only</i>	Whether you can listen to PTT channels and participate in VTGs: • Enabled—You can listen to PTT channels and participate in VTGs. • Disabled— You cannot listen to PTT channels and participate in VTGs.
Associated Default User Channels— <i>Display only</i>	PTT channels that appear on your PMC or Cisco IP Phone.
User VTGs— <i>Display only</i>	VTGs templates in which you are a member or VTGs in which your are participant. Includes one of these designations: • Active—Active VTG • Idle—VTG template

Table 5-1 Edit User Details Area Fields (continued)

Field	Description
Communication Preference	Indicates how you prefer to participate in VTGs. These fields are informational only. They do not affect how you participates in a VTG. - IP Phone or PMC—You participate using a Cisco IP Phone or a PMC. - Channel—You participate on a channel. This option appears only if channels have been associated with you by the Cisco IPICS operator. To specify how you prefer to participate in IPICS communications in VTGs, choose the desired method from the 1 drop-down list. Each time that you choose a method, a new drop-down list appears so that you can specify multiple methods. If you choose Channel in a field, a drop down list opens to the right of that field. This list shows the channels that are available for the you. Choose the channel on which you would like a dispatcher to communicate with you.
Belongs To	Appears if Operation View is enabled and indicates the ops view to which you belong. For more information, see For more information, see Chapter 6, “Operational Views.”
PMC Attributes	
PMC Status— <i>Display only</i>	Indicates how you can communicate in VTGs or channels: - Default—You can listen and talk - Mic Off—You listen but not talk - Mic + Speaker Off—You cannot listen or talk

Step 3 Click **Save** to save any changes that you have made.

To discard your changes, click **Cancel**.

Downloading the PMC

As a Cisco IPICS user, you can download the current version of the PMC to your PC. To do so, perform the following steps from the PC to which you want to download the PMC.

For more information about the PMC, refer to *Cisco IPICS PMC Installation and User Guide*.

Procedure

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- Step 1** Click the **PMC Download** link in the Administration Console User tab.
- Cisco IPICS initiates the PMC download utility, which installs the PMC on your PC and creates a shortcut on your desktop.
- Step 2** Follow the on-screen prompts to download and install the PMC.
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