



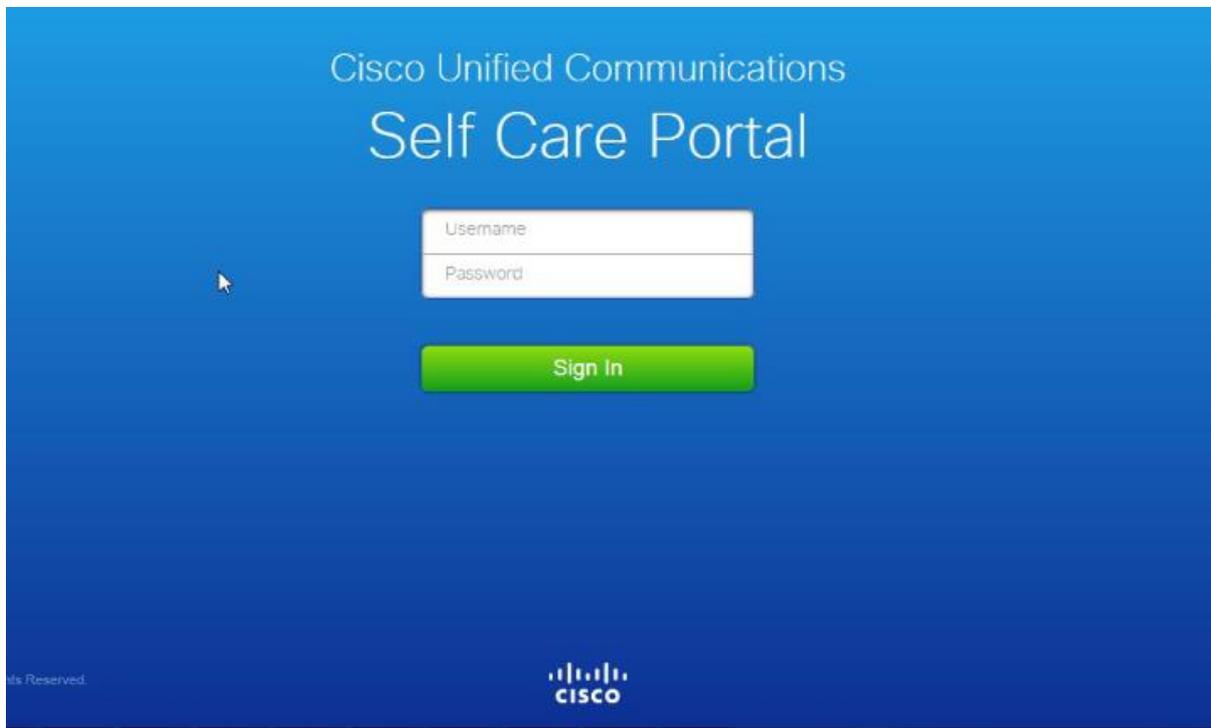
香港中文大學 · 資訊科技服務處
Information Technology Services Centre, CUHK

Cisco Unified Communications Web Access User Options



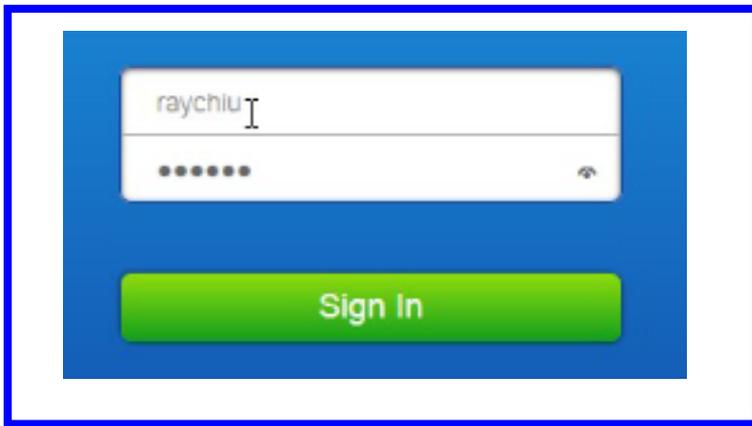
Phone set User's Web Page

- Launch web browser (eg. Internet Explorer), and go to <https://callmanager.cuhk.edu.hk/ccmuser>



Logon User Page

- Enter your User Name
(E + Your Extn. No.)
- Enter your Password
(Default Password: 112233)
- Click Logon button

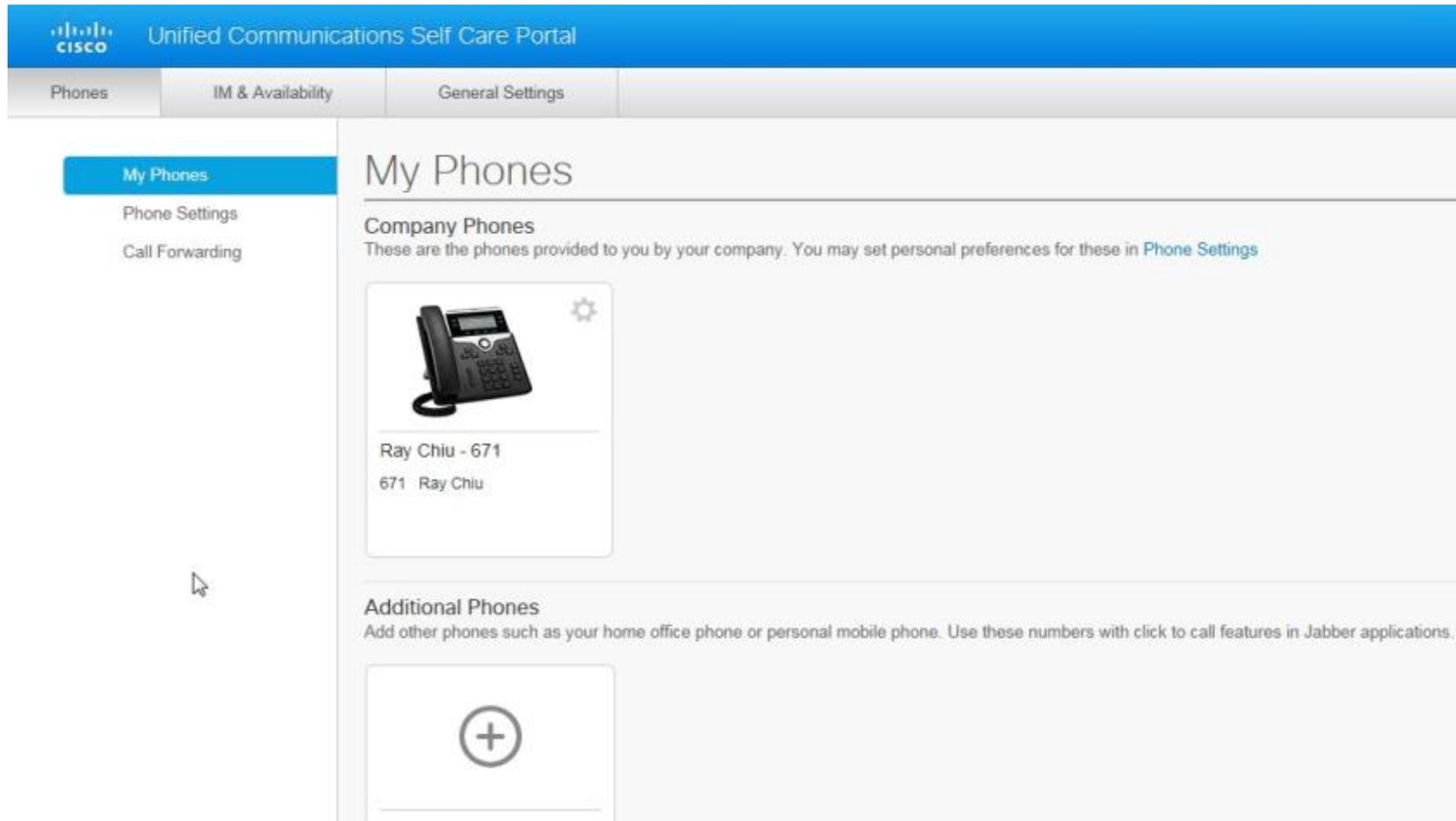


A screenshot of a logon form. The form has a blue background. At the top, there is a white input field containing the text "raychlu" with a cursor at the end. Below this is another white input field containing six black dots, representing a password. To the right of the password field is a small eye icon. At the bottom of the form is a green button with the text "Sign In" in white.

User Options

- User Options at the top menu, and select Phones from 3

tabs



The screenshot displays the Cisco Unified Communications Self Care Portal. At the top, there is a blue header with the Cisco logo and the text "Unified Communications Self Care Portal". Below the header is a navigation bar with three tabs: "Phones", "IM & Availability", and "General Settings". The "Phones" tab is selected. On the left side, there is a sidebar menu with three items: "My Phones" (highlighted in blue), "Phone Settings", and "Call Forwarding". The main content area is titled "My Phones" and is divided into three sections: "Company Phones", "Additional Phones", and "Additional Phones". The "Company Phones" section contains a single phone card for "Ray Chiu - 671" with a gear icon for settings. The "Additional Phones" section contains a plus sign icon in a circle, indicating where to add more phones.

Unified Communications Self Care Portal

Phones IM & Availability General Settings

My Phones

Phone Settings

Call Forwarding

My Phones

Company Phones

These are the phones provided to you by your company. You may set personal preferences for these in [Phone Settings](#)



Ray Chiu - 671
671 Ray Chiu

Additional Phones

Add other phones such as your home office phone or personal mobile phone. Use these numbers with click to call features in Jabber applications.



Add Speed Dials

- Select Speed Dial Numbers -> Add Speed Dial

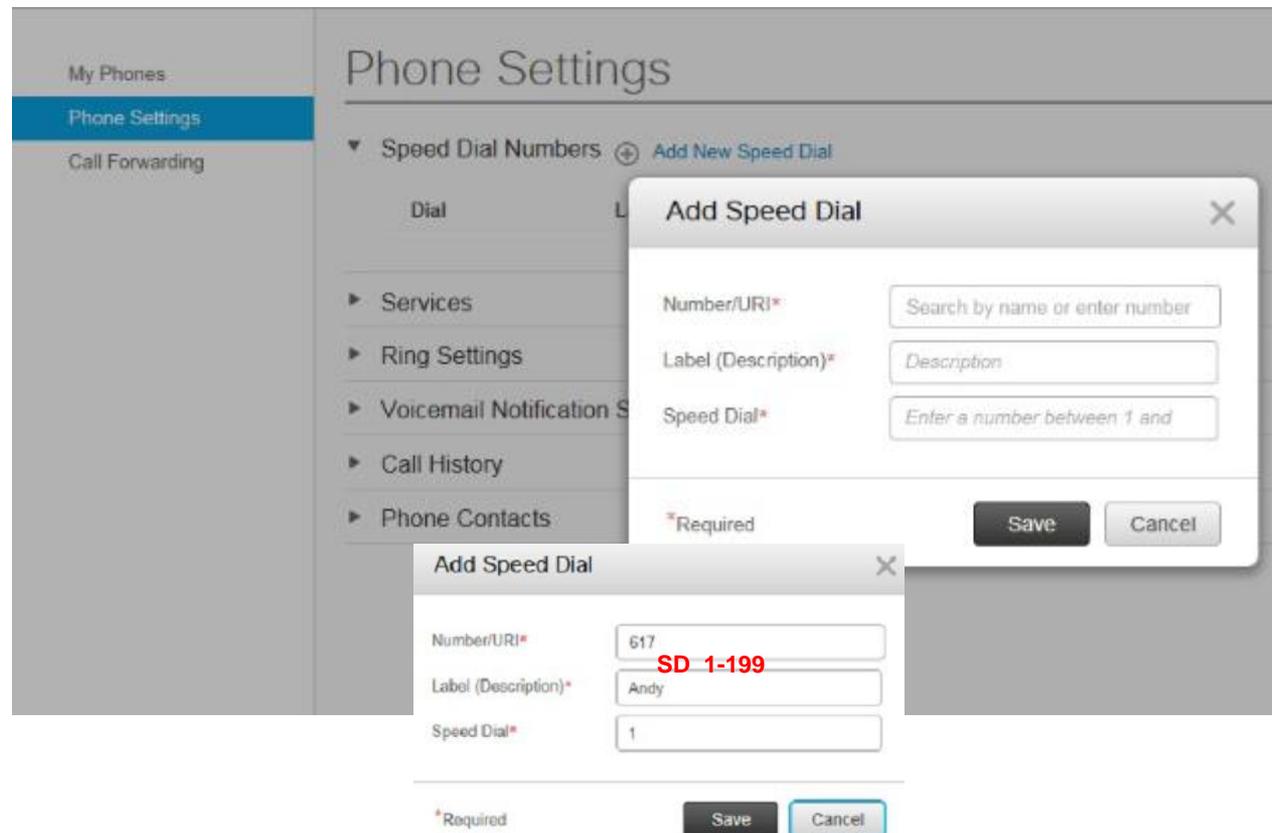


Add Speed Dials

- Add Speed Dial
 - Go to Speed Dial Settings
 - Enter Phone No.
 - Enter Label
 - SD 1-199

Click to

save  ge



Add Speed Dials

- Adding Speed Dial

Click to

Save

save change

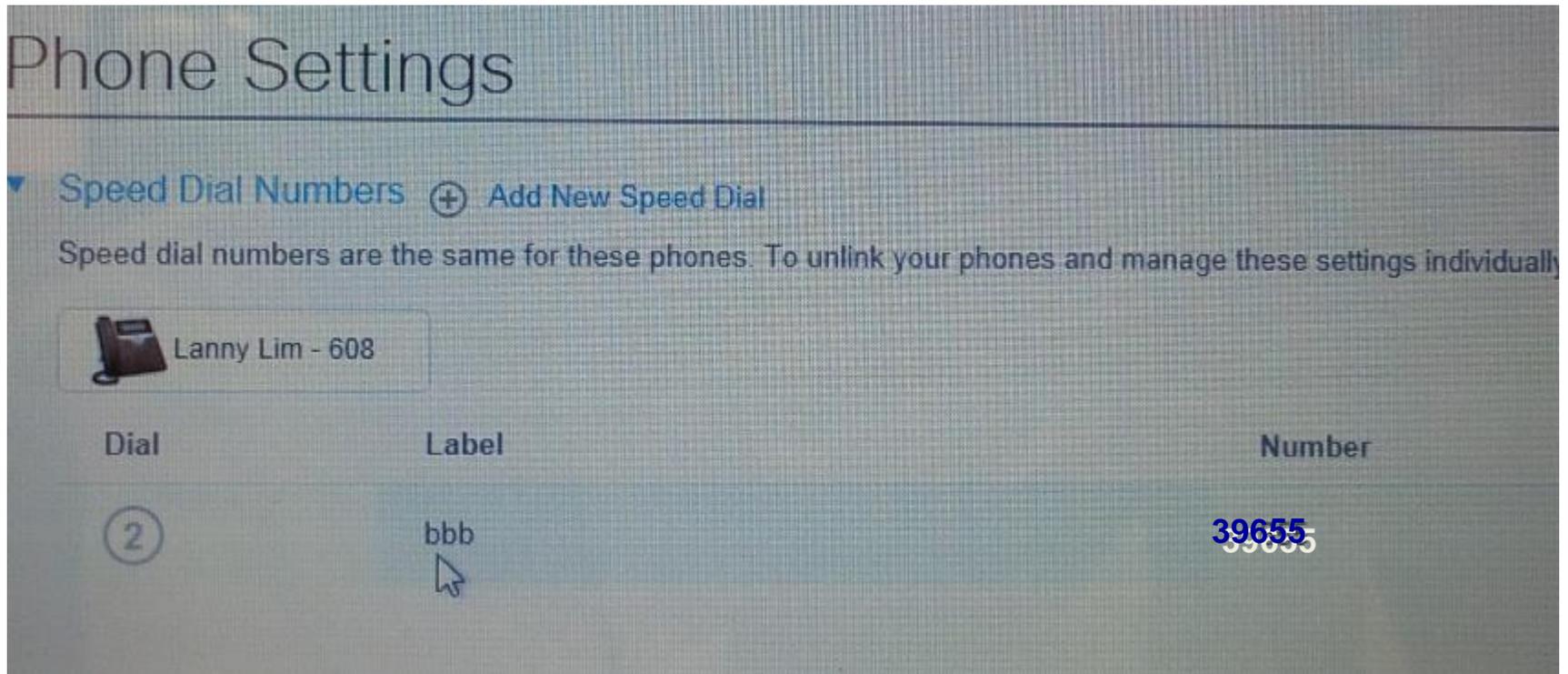
Add Speed Dial ✕

Number/URI*	<input type="text" value="39818"/>
Label (Description)*	<input type="text" value="Andy"/>
Speed Dial*	<input type="text" value="1"/>

*Required

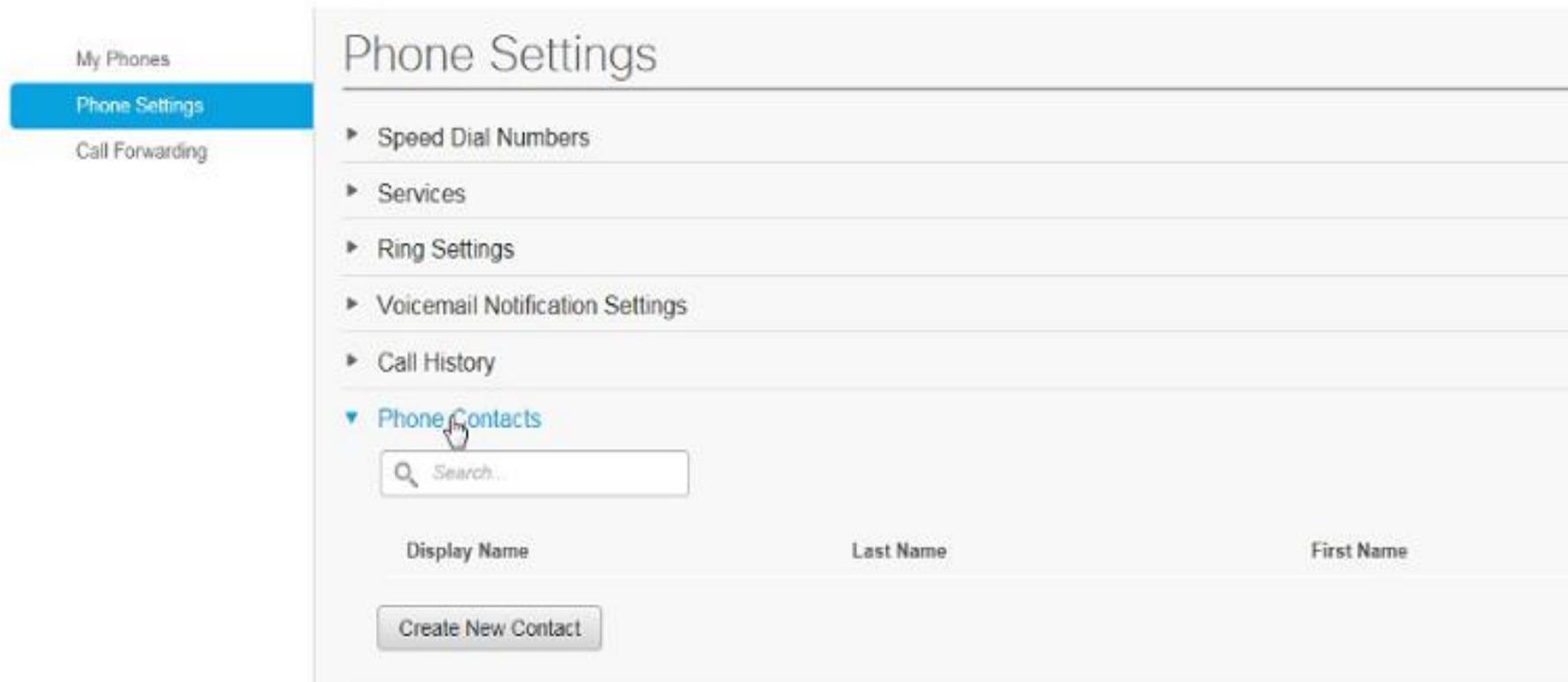
Add Speed Dials

- Finished 1 Speed Dial Entry



Phone Contacts

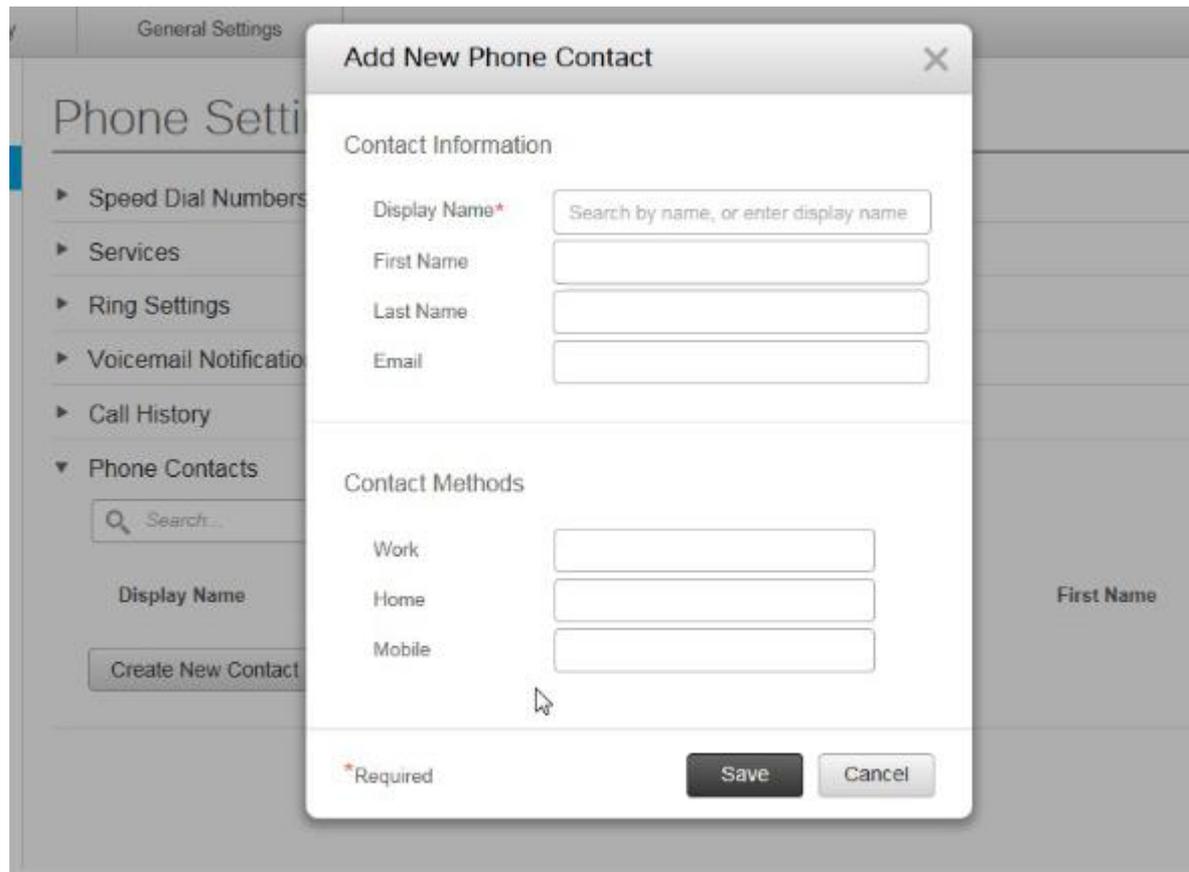
- **Select Phone Setting -> Create New Contact**



The screenshot displays a mobile phone settings application. On the left, a vertical sidebar contains three menu items: 'My Phones', 'Phone Settings' (highlighted in blue), and 'Call Forwarding'. The main content area is titled 'Phone Settings' and lists several options with expandable arrows: 'Speed Dial Numbers', 'Services', 'Ring Settings', 'Voicemail Notification Settings', 'Call History', and 'Phone Contacts'. The 'Phone Contacts' option is expanded, showing a search bar with a magnifying glass icon and the text 'Search...'. Below the search bar, there are three columns of text: 'Display Name', 'Last Name', and 'First Name'. At the bottom of the 'Phone Contacts' section, there is a button labeled 'Create New Contact'.

Phone Contacts

- Add New Contact



The image shows a screenshot of a settings application with a dialog box titled "Add New Phone Contact" overlaid. The dialog box is divided into two sections: "Contact Information" and "Contact Methods".

Contact Information

- Display Name* (Required): A search field with the placeholder text "Search by name, or enter display name".
- First Name: A text input field.
- Last Name: A text input field.
- Email: A text input field.

Contact Methods

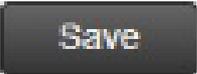
- Work: A text input field.
- Home: A text input field.
- Mobile: A text input field.

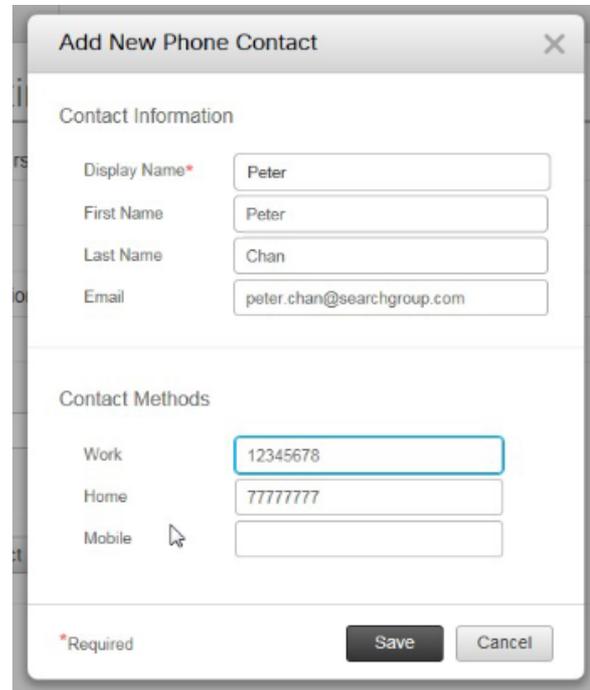
At the bottom of the dialog box, there is a legend for the asterisk: "*Required". To the right of the legend are two buttons: "Save" (a dark button) and "Cancel" (a light button).

In the background, the "Phone Settings" menu is visible, with options like "Speed Dial Numbers", "Services", "Ring Settings", "Voicemail Notification", "Call History", and "Phone Contacts". The "Phone Contacts" section is expanded, showing a search bar and a "Create New Contact" button.

Phone Contacts

- Adding New Entry

- Enter Display Name, First Name, Last Name, E-Mail
- Enter Work Phone No., Home Phone No., Mobile Phone
- Click **Save** button  to save changes



Add New Phone Contact

Contact Information

Display Name* Peter

First Name Peter

Last Name Chan

Email peter.chan@searchgroup.com

Contact Methods

Work 12345678

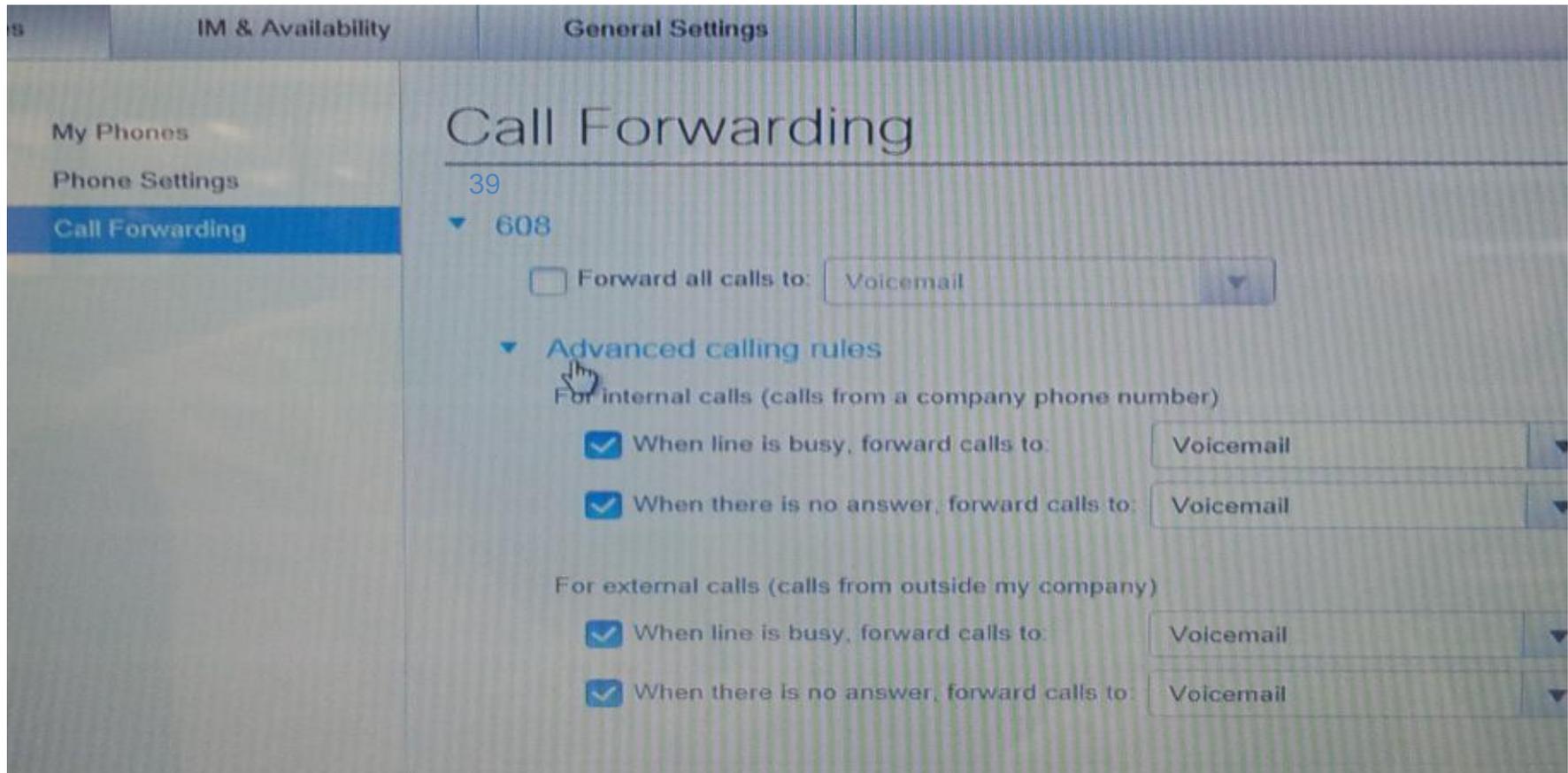
Home 77777777

Mobile

*Required Save Cancel

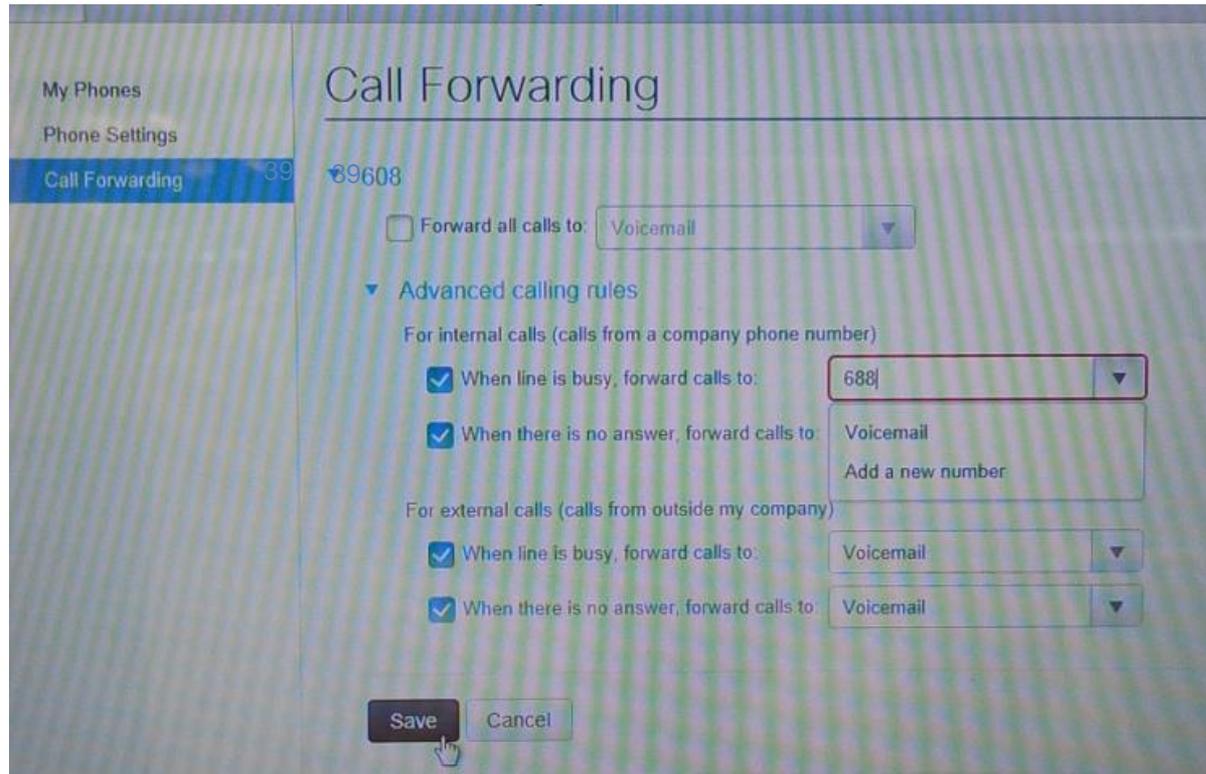
Call Forwarding

- Select My Phones -> Call Forwarding



Call Forwarding

- Changing existing call forwarding



– Click



Save button to save the changes