
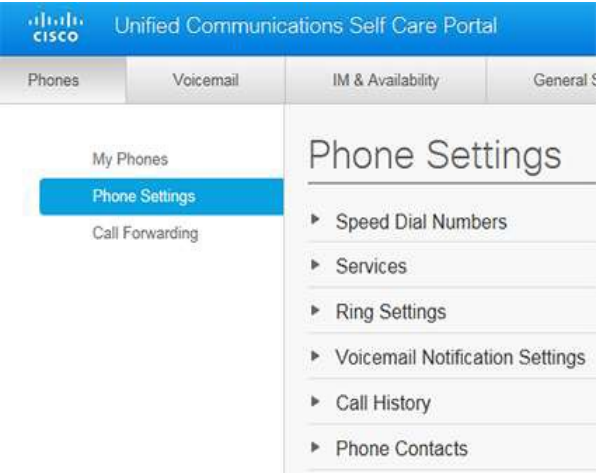
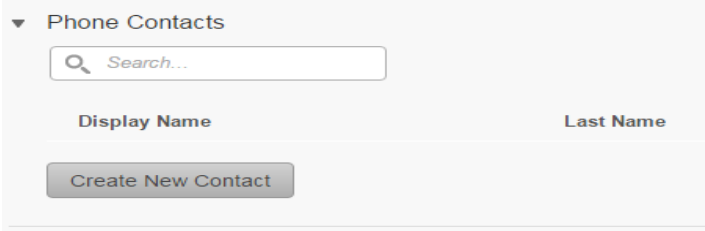
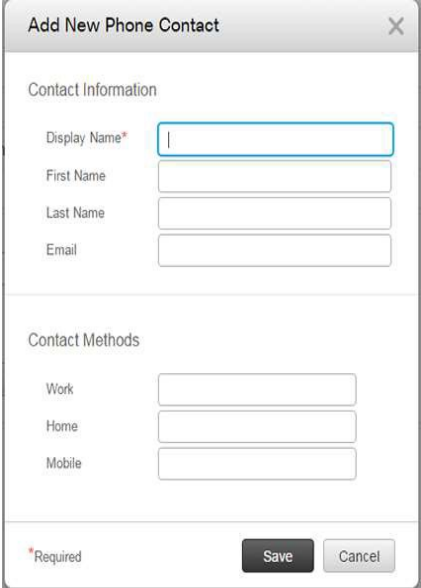


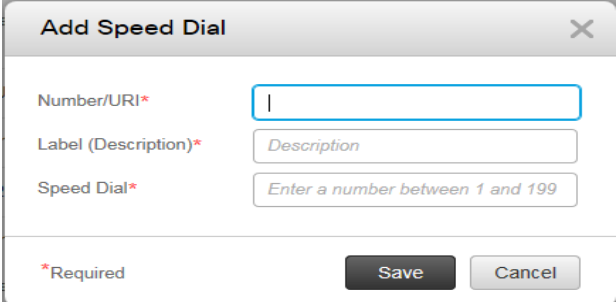


## How to set up and manage your Personal Directory Online

The easiest way to add numbers to your Personal directory is through the Self Care Portal. If you are trying to manage your Personal directory online from off-campus, you must connect to the Union VPN first.

VPN URL: <https://union.teamdynamix.com/TDClient/1831/Portal/KB/ArticleDet?ID=56060>

<p>Open URL in web browser: <a href="https://cucm-pub.union.edu/ucmuser/">https://cucm-pub.union.edu/ucmuser/</a></p> <p>Your username is your full Union email address, with the @union.edu</p> <p>Your password is your Union password.</p> <p>Contact Telecommunications at Ext. 6411 to enable online access, if you are logging in for the first time.</p>	
<p>Once logged in, click on <b>"Phone Settings"</b> on the left menu on the page.</p>	

<p>Click <b>“Phone Contacts”</b> and then the <b>“Create New Contact”</b> button to add a new contact.</p>	 <p>▼ Phone Contacts</p> <p>Search...</p> <p>Display Name Last Name</p> <p>Create New Contact</p>
<p>Remember for outside calls you must add a 3 at the beginning of the number.</p> <p>Long distance calls must start with 3-1-(area code).</p> <p>The <b>Display Name</b> field is what is displayed as the label from within the personal directory on your phone.</p> <p>Click <b>Save</b> to add contact.</p>	 <p>Add New Phone Contact</p> <p>Contact Information</p> <p>Display Name*  </p> <p>First Name</p> <p>Last Name</p> <p>Email</p> <p>Contact Methods</p> <p>Work</p> <p>Home</p> <p>Mobile</p> <p>*Required Save Cancel</p>
<p>You can also add Speed Dials under <b>Phone Settings</b>.</p> <p>Click <b>Speed Dial Numbers</b>.</p>	 <p>Phone Settings</p> <p>► Speed Dial Numbers</p> <p>► Services</p>
<p>Click the <b>Add New Speed Dial</b>.</p>	 <p>+ Add New Speed Dial</p>
<p>Fill in the fields.</p> <p><b>Number:</b> The number you would like the Speed Dial to call.</p> <p><b>Label:</b> Description.</p> <p><b>Speed Dial:</b> Speed Dial number.</p> <p>Click <b>Save</b></p>	 <p>Add Speed Dial</p> <p>Number/URI*  </p> <p>Label (Description)* Description</p> <p>Speed Dial* Enter a number between 1 and 199</p> <p>*Required Save Cancel</p>

Before accessing your Personal directory on your phone, you will need to choose your personal PIN.

Click **General Settings** on the top menu.


Under **Phone Services PIN**, create a PIN to access from your phone.

PIN must be at least 4 digits and cannot include letters.

Click **Save**.

The screenshot shows the 'General Settings' page on a Cisco phone. At the top, there are tabs for 'Phones', 'Voicemail', 'IM & Availability', and 'General Settings'. The 'General Settings' tab is active. Below the tabs, the title 'General Settings' is displayed. There are three main sections: 1. 'Language' with a dropdown menu set to 'Default (English, United States)'. 2. 'Client/Portal Password' with a blue arrow pointing to it. 3. 'Phone Services PIN' with a description: 'This PIN is used for Extension Mobility, Self-Provisioning and other IP phone services. The new PIN must be between 1 and 128 numbers long. The PIN can only contain numbers, it cannot contain letters, or special characters.' Below this are two input fields: 'New Phone PIN' and 'Confirm New Phone PIN'.

## Search for an Entry on your Cisco Phone – Personal Directory

1. Press the **Contacts** button .
  2. Select **Personal Directory**. (Use the Navigation pad and **Select** button to scroll and select.)
  3. Sign in to **Personal Directory** using your **UserID** and **PIN**.
  4. Select **Personal Address Book**.
  5. Select one, all, or none of these criteria to search for an entry:
    - Last Name
    - First Name
    - Nickname
- Tip: To view all entries, leave fields blank and press the **Submit** softkey.
6. Select the personal address book entry that you want to dial.
  7. Press the **Dial** softkey