

## 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>

1.

Open URL in web browser:

<https://cucm-pub.union.edu/ucmuser/>

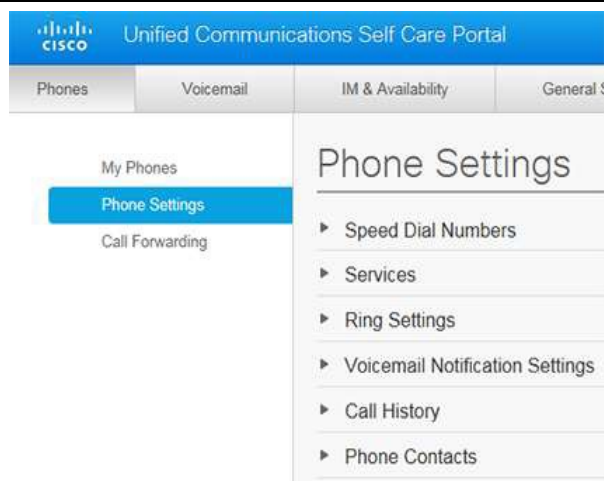
Your username is your full Union email address, with the @union.edu

Your password is your Union password.



2.

Once logged in, click on “**Phone Settings**” on the left menu on the page.



3.  
Click "**Phone Contacts**" and then the "**Create New Contact**" button to add a new contact.

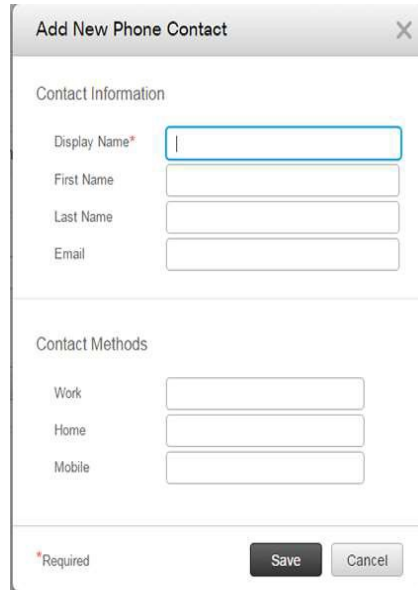
A screenshot of the 'Phone Contacts' interface. It features a search bar at the top with a magnifying glass icon and the text 'Search...'. Below the search bar, there are two columns: 'Display Name' and 'Last Name'. At the bottom, there is a button labeled 'Create New Contact'.

4.  
When adding a new contact, remember for outside calls you must add a 3 at the beginning of the number.

Long distance calls must start with 31 followed by the 10-digit number.

The **Display Name** field is what is displayed as the label from within the personal directory on your phone.

Click **Save** to add contact.

A screenshot of the 'Add New Phone Contact' dialog box. It has a title bar with a close button (X). The dialog is divided into two sections: 'Contact Information' and 'Contact Methods'. Under 'Contact Information', there are four input fields: 'Display Name\*' (highlighted with a blue border), 'First Name', 'Last Name', and 'Email'. Under 'Contact Methods', there are three input fields: 'Work', 'Home', and 'Mobile'. At the bottom, there is a legend for the asterisk (\*) indicating 'Required', and two buttons: 'Save' and 'Cancel'.

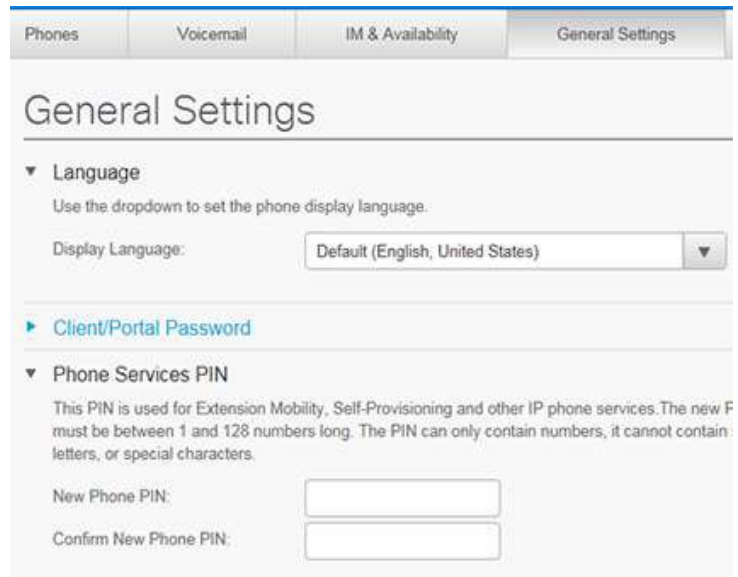
5.  
Before accessing your Personal directory on your phone, you will need to choose your personal PIN.

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**.

A screenshot of the 'General Settings' interface. It has a top navigation bar with four tabs: 'Phones', 'Voicemail', 'IM & Availability', and 'General Settings' (which is selected). Below the tabs, the title 'General Settings' is displayed. There are three main sections: 'Language' with a dropdown menu set to 'Default (English, United States)', 'Client/Portal Password' (indicated by a blue arrow), and 'Phone Services PIN'. The 'Phone Services PIN' section includes 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 description are two input fields: 'New Phone PIN:' and 'Confirm New Phone PIN:'.

## Search for an Entry on your Cisco Phone

1. Press the **Contacts** button .
2. Select **Personal Directory**. (Use the Navigation pad and **Select** button to scroll and select.)

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3. Sign in to **Personal Directory** using your **UserID**(Union email address) 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