

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/>

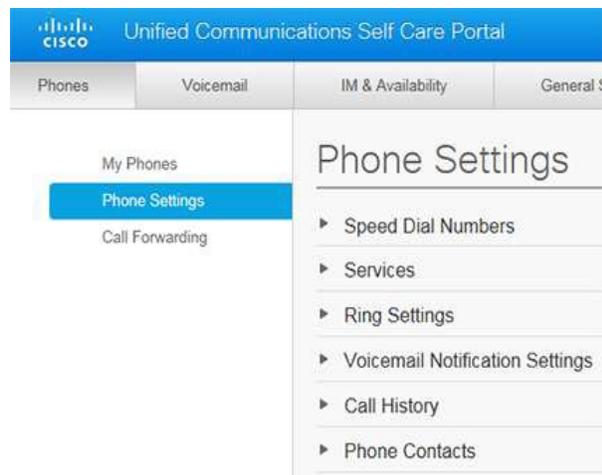
Your username is your full Union email address, with the @union.edu

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.



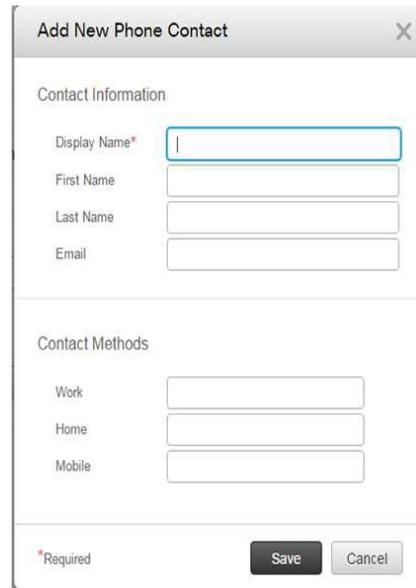
The screenshot shows a 'Phone Contacts' section with a search bar labeled 'Search...'. Below the search bar are two columns: 'Display Name' and 'Last Name'. At the bottom of the section is a button labeled 'Create New Contact'.

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.



The screenshot shows a dialog box titled 'Add New Phone Contact'. It has a close button (X) in the top right corner. The dialog is divided into two sections: 'Contact Information' and 'Contact Methods'. Under 'Contact Information', there are four input fields: 'Display Name*' (with a red asterisk indicating it is required), 'First Name', 'Last Name', and 'Email'. Under 'Contact Methods', there are three input fields: 'Work', 'Home', and 'Mobile'. At the bottom of the dialog, there is a legend for the asterisk, and two buttons: 'Save' and 'Cancel'.

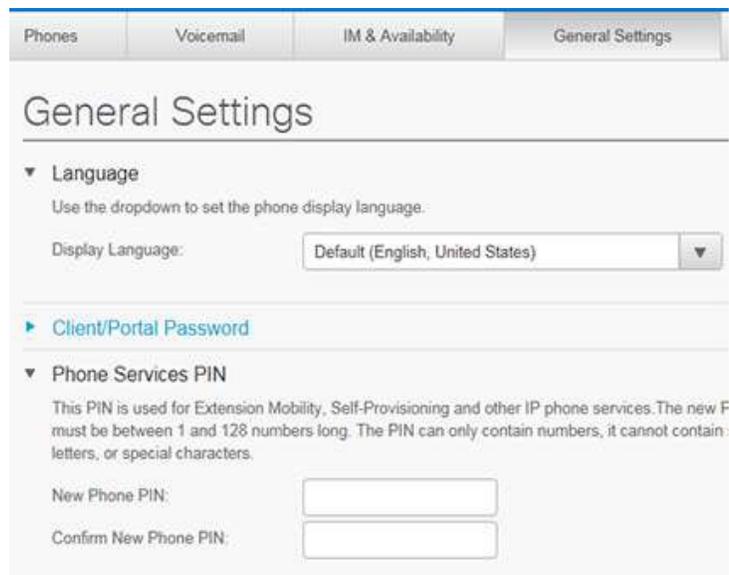
5. Before accessing your Personal directory on your phone, you will need to choose your personal PIN.

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**.



The screenshot shows the 'General Settings' page on a Cisco phone. The top navigation bar includes 'Phones', 'Voicemail', 'IM & Availability', and 'General Settings'. The main heading is 'General Settings'. Below this, there are three sections: 'Language', 'Client/Portal Password', and 'Phone Services PIN'. The 'Language' section has a dropdown menu for 'Display Language' set to 'Default (English, United States)'. The 'Phone Services PIN' section has a text box for 'New Phone PIN' and another for 'Confirm New Phone PIN'. A note explains that the PIN is used for Extension Mobility, Self-Provisioning, and other IP phone services, and must be between 1 and 128 numbers long, containing only numbers.

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