Logging into Cisco Call Manager Web Portal / Cisco Unified CM User Feature Options
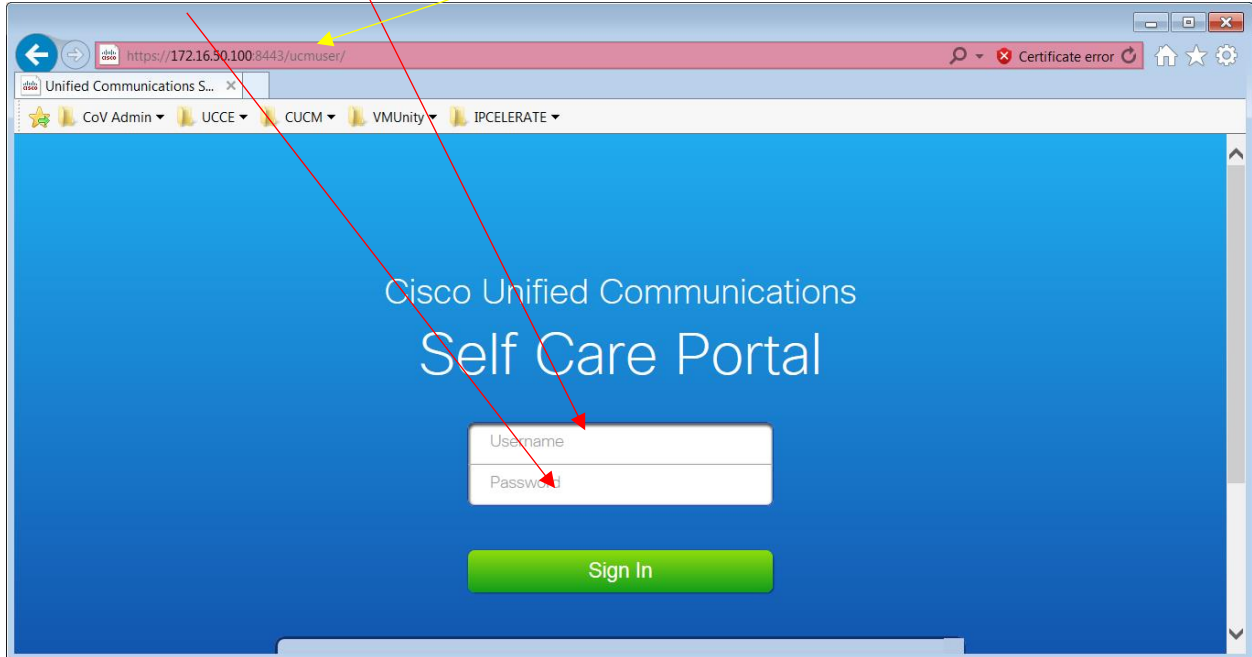
<mark>*** Only available while on the County of Ventura Network/Computer ***</mark>

After opening a browser, enter URL: https://172.16.50.100:8443/ccmuser

Enter Username Example: 3718395 (your Primary 7-Digit Extension – no dashes)
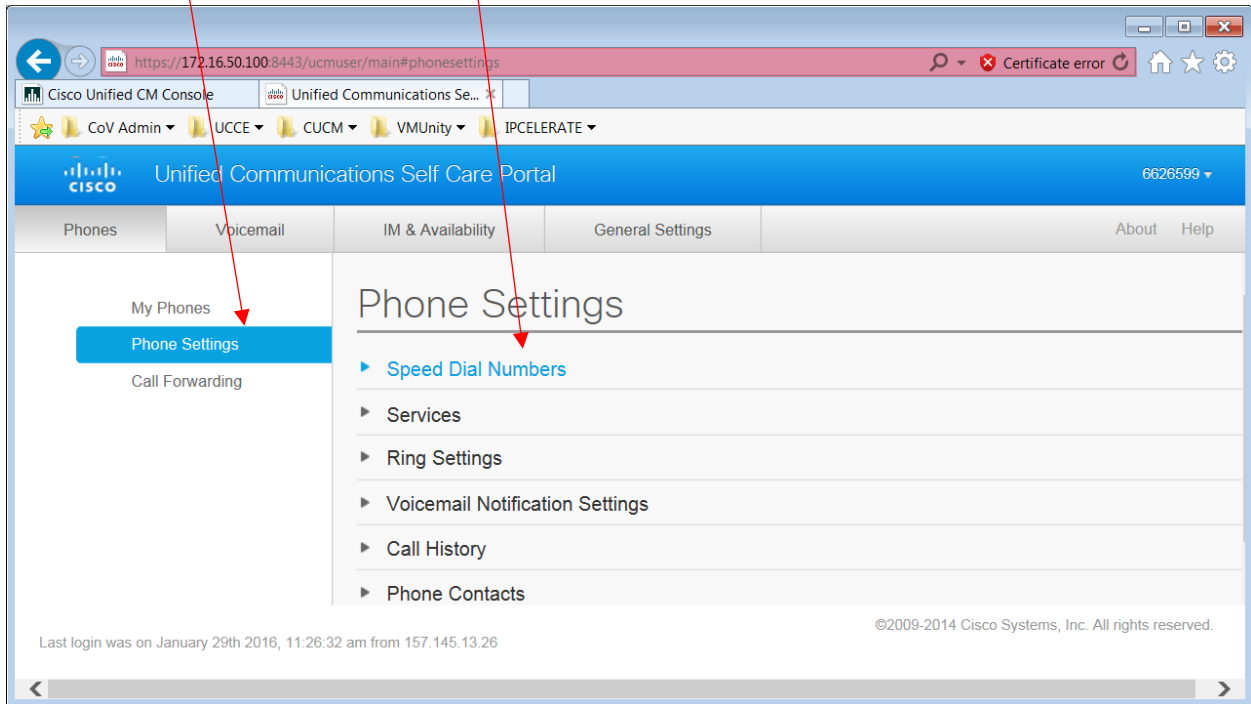
Enter Default Password: 12345 and Enter.
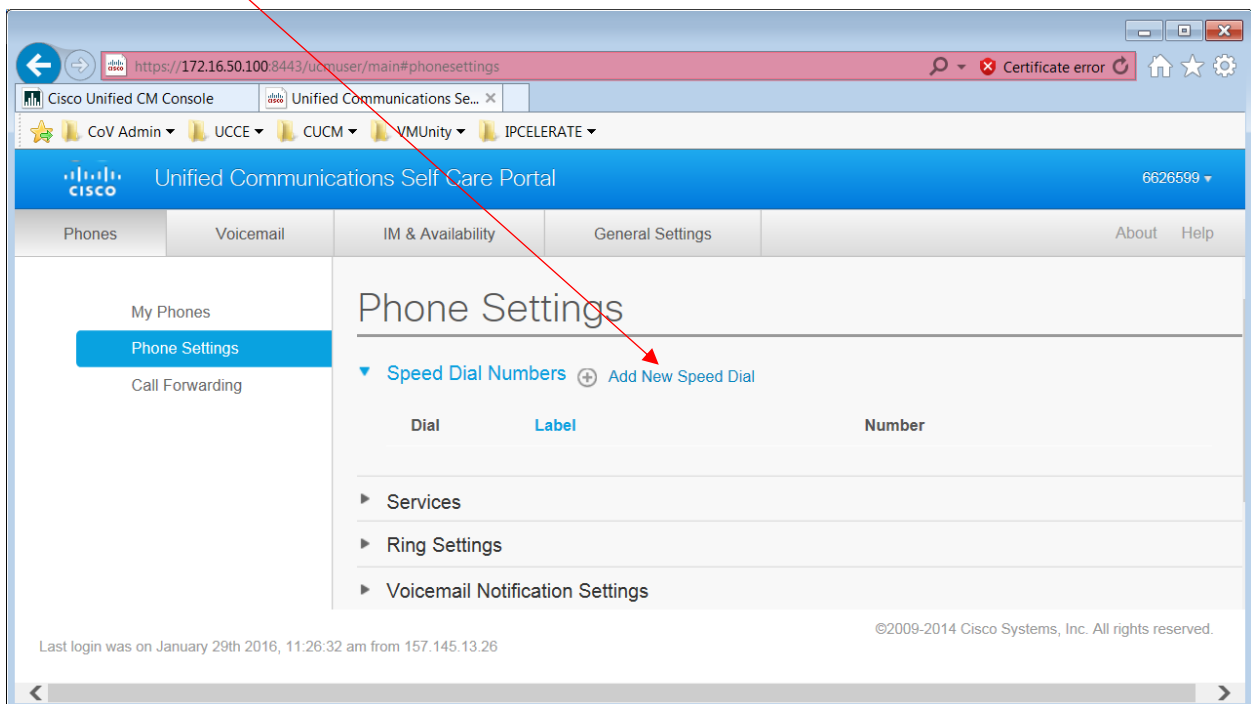

Cisco Unified CM User Feature Options

    I.   **How to setup Speed Dial Feature Service:**

    II.   **How to setup Call Forwarding Feature Service:**

I. How to setup Speed Dial Feature Service:

Select "Phone Settings" and "Speed Dial Numbers"
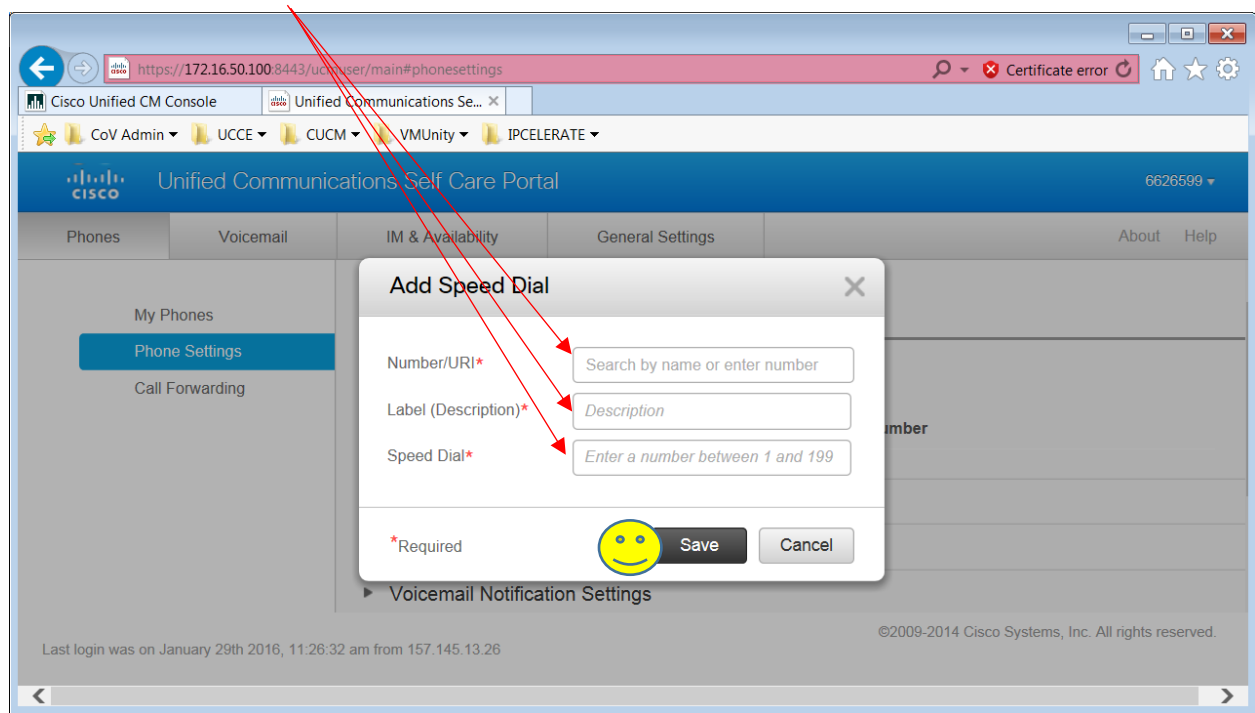

Select "Add New Speed Dial".

Enter required field information:

Number (**Reminder:** Include "**8**" when calling out of facility, and "**81**" and **area code** when calling long distance.)

Label: Associate any name

Speed Dial: Enter a number between 1 and 199

Select "**Save**".

**How to use the Speed Dial Feature on your phone:**

Enter by pressing keys (0-9) button numbers associated to the Speed Dial numbers from the listing you created (1 thru 199).

Then **Press** the soft key (**AbrDl**) (buttons directly under the phones display screen).

The number will automatically dial the extension.

II.   How to setup Call Forwarding Feature Service:

1. Select, "**Phones**" in the upper left on the light gray header bar, then select, "Call Forwarding".
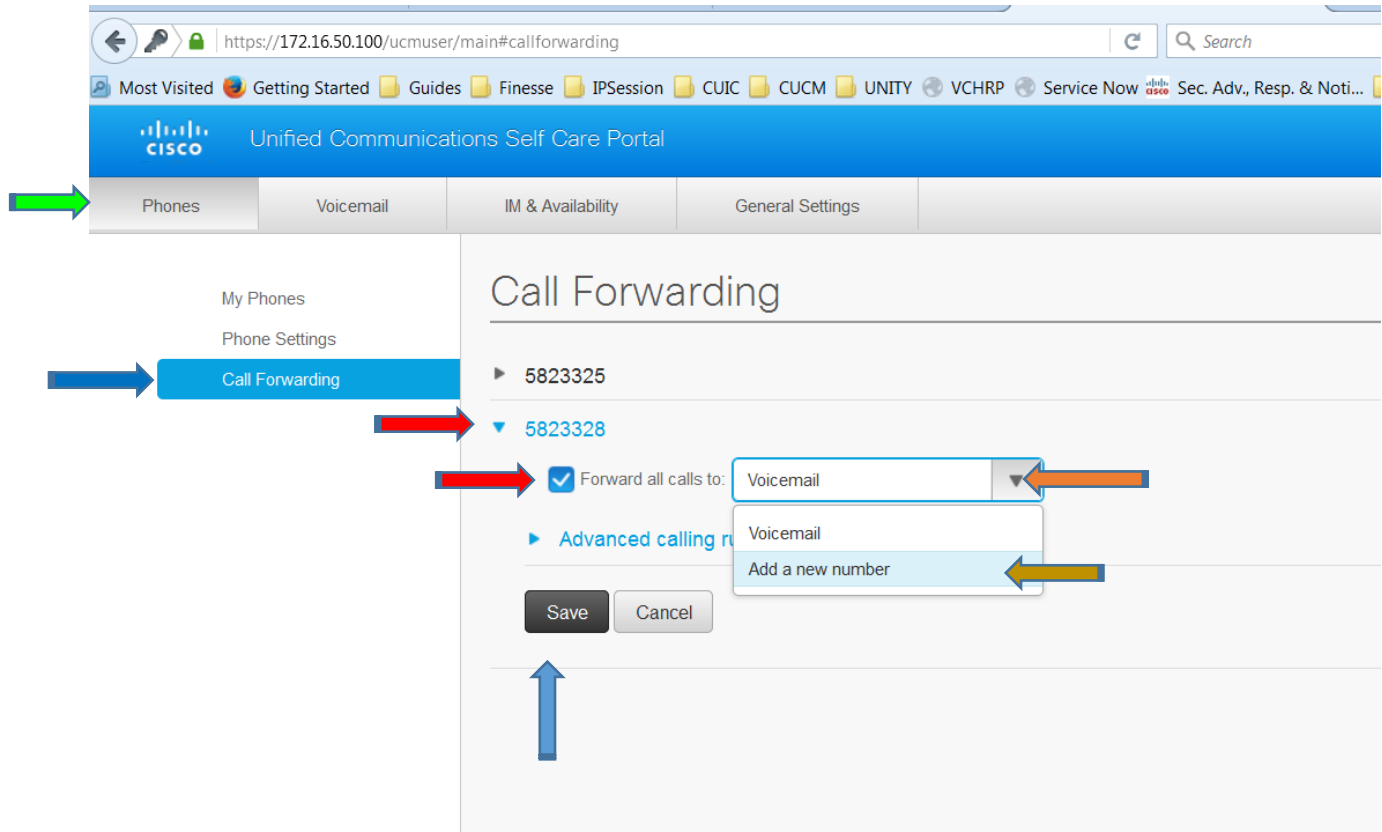
2. Select the extension number you wish to call forward by clicking on the arrow next to phone number (example 582-3328), then click the box next to "Forward all calls to".

3. Click drop down arrow next to **Voicemail** then select, "**Add a new number**" to add a cell phone number or another phone extension at another office. **Note:** For external calls, enter 8+7-digit number (Local), or 81 + 10-digit number (Out of area code). Select, "**Save**", the number will then be displayed in the box.

*REMINDER: All calls to the number (ex. 582-3328) will continue to forward to number specified until you uncheck forward all calls to receive calls normally again at the phone in this example 582-3328).

4. **Test the forwarding feature** by calling number for example 582-3328 and it should ring at number that was entered in step 3, whether it is a cell phone or another desk phone number.

If test is successful: Logout by selecting the number on the right side of the page banner header, the pop-up, "Sign Out" will be displayed, select "Sign Out".

If test is unsuccessful: Check and confirm the number is entered correctly <mark>Note: For external calls, enter 8+7-digit number (Local), or 81 + 10-digit number (Out of area code)</mark> and test again by calling the number (ex. 582-3328). If you still are unable to test successfully, please contact your Help Desk Support Services and request <u>"Call Forwarding Provisioning"</u> to be granted on the extension number.

Remove Call Forwarding Feature:

Log back into Web Portal following steps 1 and 2. After selecting the extension number, then <u>**uncheck**</u> box next to "<mark>**Forward all calls to**</mark>". ☑ Forward all calls to: and select, **"Save"**.

Test: Call the extension number (ex. 582-3328) to verify forwarding is <u>**off**</u>, it should ring the phone and <u>**not**</u> the number it was forwarded to.