

# Cisco CallManager Online

## To access the CallManager website:

Open a web browser and type in

<https://callmanager.murraystate.edu/ccmuser> At the security alert window, click **YES** to proceed. Use your computer network (msunet2k) login name and 12345 as the password login. \*Note: **You must be logged in to complete any of the following tasks.**

## CALL FORWARDING

### To forward your telephone calls:

Choose **Device** from the **User Options** menu and click on **Line Settings**. You can choose where you want to forward calls in each of the following states: Call Forward All Calls, Call Forward Busy (internal and external), Call Forward No Answer (internal and external) and Call Forward No Coverage (internal and external).

## ENTERING SPEED/ABBR DIALS

### To input data for your Speed Dials:

Choose **Device** from the **User Options** menu and click on **Speed Dials**. Two **Speed Dials** may be associated with programmable buttons on the phone if the buttons are available. To use these enter the numbers just as you would dial them (including 8 or 1+8) and they will display as lines on the phone screen. Just press the associated button to dial the number. Other Speed Dials may be used called **Abbreviated Dialing**. Enter these using lines 3-99 in the **CallManager** just as above. To make a call, press the associated speed dial number on the phone keypad with the phone **ON hook** then touch the **AbbrDial** softkey. Be sure to save your new entries by clicking the **Save** button.

## CHANGE THE RING SETTINGS

You may change the ring settings for each line on your telephone. Settings can apply when the phone is idle with different settings for when the phone is in use.

You may choose to have a call ring normally (17 seconds before voice mail), ring only one time (still 17 seconds before voice mail), flash only or do nothing. Even if you select NONE as the setting, the line will show active in the display screen.

## PERSONAL ADDRESS BOOK

Entries may be added to your Personal Address Book from the phone. However, for ease of typing and completing entries, input is much easier via the **Call Manager** website.

### **To add new entry:**

Choose **Personal Address Book** from the list of options on the **CallManager** website. Click **Add New** to Add a New Entry.

Type desired information in each appropriate field to complete a record. Under Nickname type the full name of the entry (this is how the entry will be displayed on the phone). Enter the number just as you would dial it from the phone (8 for external call, 1+8 and area code for long distance). Click the **Save** button to save.

### **To assign a new entry to a Fast Dial:**

After you have completed the address book entries, click on **Fast Dials**. Click on the word **Add New**. Select the desired name from the address book list and click to choose Work, Home or Mobile. Click **Save**.

You may choose to assign an entry from your address book or you may enter a new number (no text information will show). Unlike abbreviated dialing, fast dials may be used with the phone on or off hook but you must first log in to your phone with your phone PIN number.

## USERNAMES/PASSWORDS

To change your password for **CallManager** and your PIN for the Personal Directory on the phone, choose **User Settings** from the **User Options** menu. From there you can enter your old password and then a new password for either **CallManager** or your phone **PIN**. If you forget your password, contact **Telecommunications** at (270) 809-4400 or by email at [askvoip@murraystate.edu](mailto:askvoip@murraystate.edu).