

Admin Portal – Assign Clients

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April 18, 2018

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Assigning Clients to Users

To allow a user to download and use the UC-One applications (Desktop, Mobile and Tablet), first set up Sharing to their soft clients.

1. Log in to the admin portal.
2. Select your site from the drop-down menu.
3. Select the **Users** tab in the left-hand navigation menu. A list of all users will be displayed.
4. Find the user and select the **Actions** drop-down menu and select **Edit**.

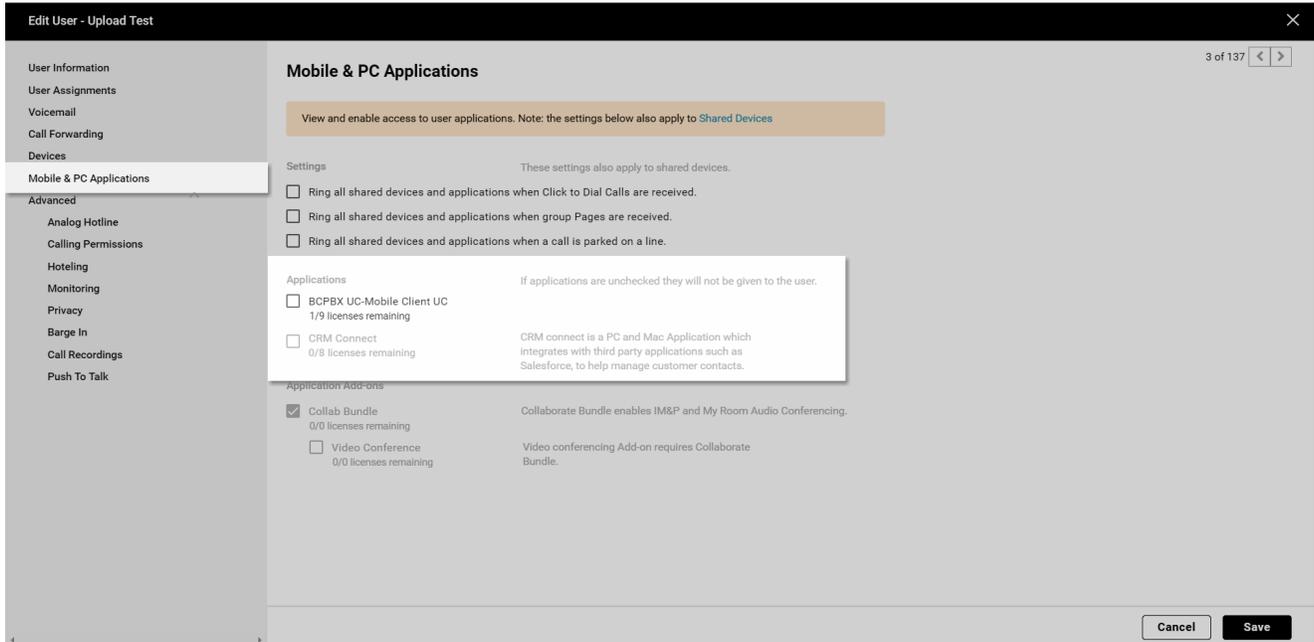


The screenshot shows the 'Users' page in the Admin Portal. The left-hand navigation menu is visible, with 'Users (137)' selected. The main content area displays a table of users with columns for First Name, Last Name, Phone Number, Extension, Station, Primary Device, and Site. An 'Actions' dropdown menu is open for the user 'Tony Bortles', showing options: Edit, Reset Password, Reboot Device, Reset Voicemail PIN, Go to My Phone, and Remove User.

First Name	Last Name	Phone Number	Extension	Station	Primary Device	Site	Actions
Very Basic	User	9183335151	5151	Basic Station		JHS	Actions
User	Test	9184988118		Basic Station		JHS	Actions
Upload	Test	9184987714	7714	Premium User Station	00:90:8F:60:1E:60 (AudioCodes 420HD)	JHS	Actions
turnk	CC Test	9186657713	7713	Standard Trunk		R17 SIP Trunk Site 2	Actions
Trunk	Calling Test	9184459800	9800	Premium Trunk	65:44:56:12:39:87 (Mitel MIVoice BG w/Office 250)	Trunk Pricing Test	Actions
Tony	Bortles	9189419936		Analog Station	21:54:61:67:41:06 (TAA Polycom VVX 300 Phone PS)	R16.1 QA Test	Actions
Test	Test1	9184987736		Premium User Station	65:41:59:35:78:52 (TAA Polycom VVX 500 Phone PS)	JHS	Actions
Test	User3	9184987725	7725	Basic Station	65:98:74:56:32:14 (AudioCodes MP-114)	JHS	Actions
Susan	Robinson	9184988112	88112	Premium User Station		JHS	Actions

Click image for large view 

5. The Edit User window will appear. From here, select **Mobile & PC Applications**.
6. Check the boxes of the applications you would like assigned to the user.
7. Select **Save** to save your changes.



Click image for large view 

Note: Once the Soft Clients have been shared, the user will see them in Mobile App and Desktop Softphone area of the My Phone portal. The user's ID will be displayed from My Phone, and the password is the same password used to log in to My Phone.

Maximum Number of Shares for Premium Stations: 35

Maximum Number of Shares for Standard Stations: 5

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