

## Cisco VoIP Phones Programming and Using Speed Dials

To program Speed Dials:

- Login to the Cisco Unified Communications Self Care Portal at <https://fccm1.fullcoll.edu/ccmuser/showHome.do>.
- Username is your five-digit phone extension.
- Password is your voicemail PIN.
- Click on **Phone Settings** and then **Speed Dial Numbers**.
- Click **Add New Speed Dial**. Please note that Speed Dial 1 is reserved for calling Emergency and must not be changed.
- Enter the desired speed dial number, then click Save. For external (outside of District) numbers be sure to preface the number with 91 just as you would when manually dialing.
- For example:
  - To add the ACT Help Desk to Speed Dial, enter 27111 in the Number/URI field, ACT Help Desk in the Label/Description field, assign a number between 2 and 99 in the Speed Dial Field, and then click Save.
  - To add the Canvas Help Line, enter 918446004948 in the Number/URI field, Canvas in the Label/Description field, assign a number between 2 and 99 in the Speed Dial field, and then click Save.
- Note: Your phone does not show a list of speed dial numbers and to whom each numbers is Associated. It may be useful to print out the speed dial web page.

To use Speed Dials:

- With the handset on the hook, press the two-digit index number on your IP phone corresponding to the number you want to dial. Note that Speed Dials 1 – 9 must be entered as 01, 02, 03, etc.
- Press the AbbrDial soft key to dial the number. If you have a 794X or 796X model phone, your speakerphone will automatically activate (as indicated by a green light). You can deactivate it by simply picking up the handset when the call goes through.