Cisco IP Phone Speed Dialing User Guide

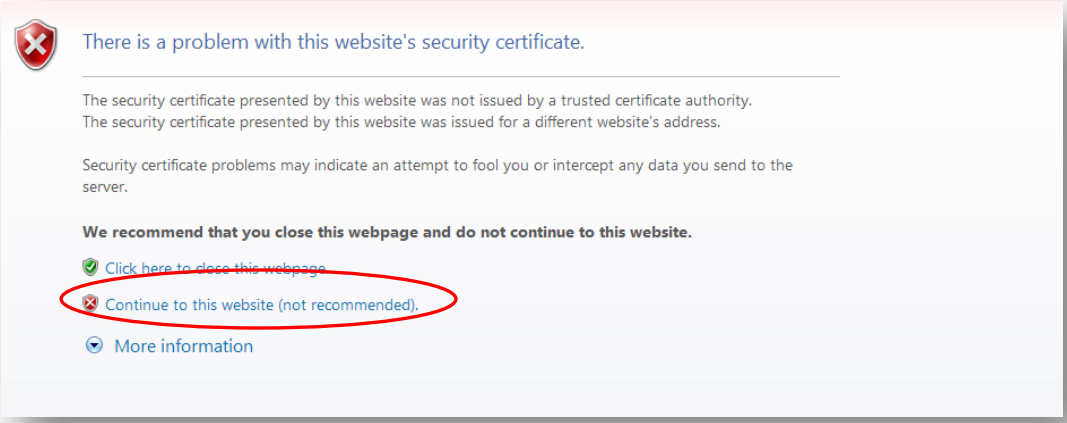
Date: 8/11/2010
Version: 1.0

DC-NET
Citywide Network

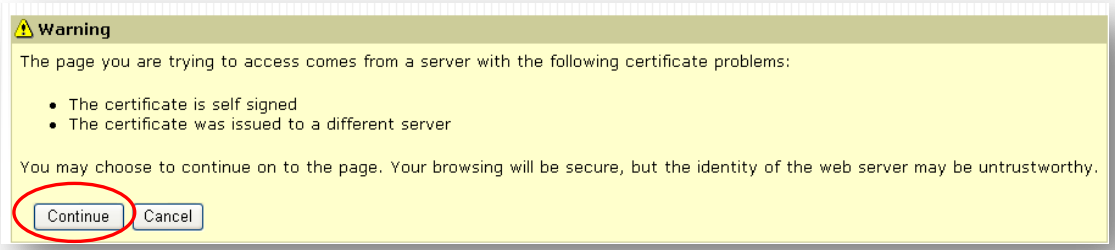
Setting up Speed and Abbreviated Dial Numbers for Cisco IP Phones

Speed and abbreviated dial numbers let you quickly call numbers you frequently use. To set up speed and abbreviated dial numbers for your DC-Net Cisco IP Phone, you must log in to the Cisco Call Manager web-based interface.

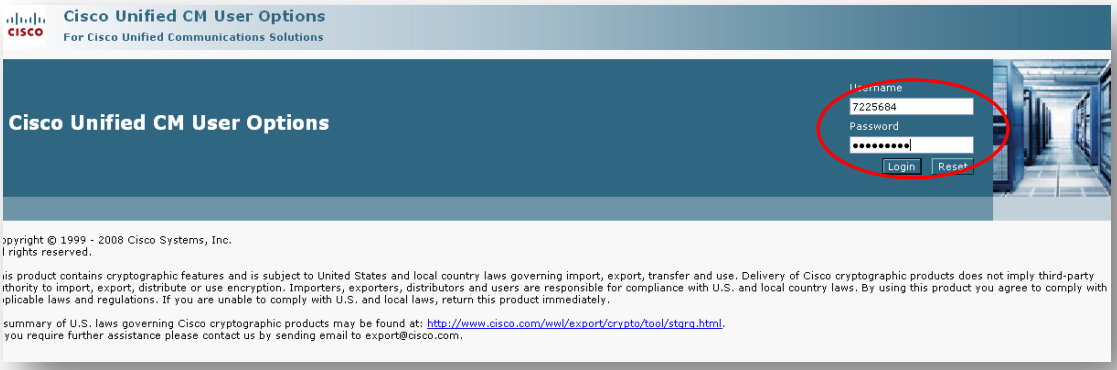
1. From your web browser, go to: **http://Speeddial.in.dc.gov**
2. If you see a page titled "There is a problem with this website's security certificate" click **Continue to this website (not recommended)**.



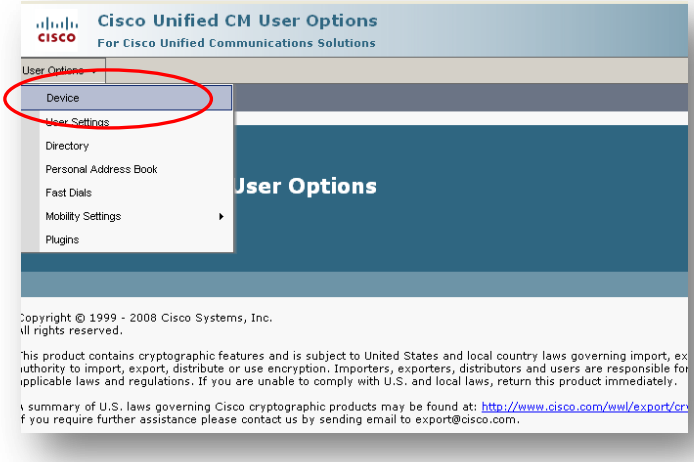
3. Click **Continue** at the Warning.



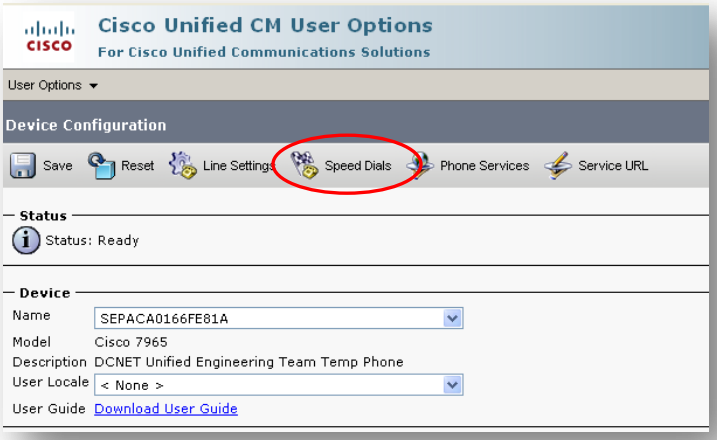
4. On the Cisco Unified CM User Options page, enter your user name and password and click **Login**.



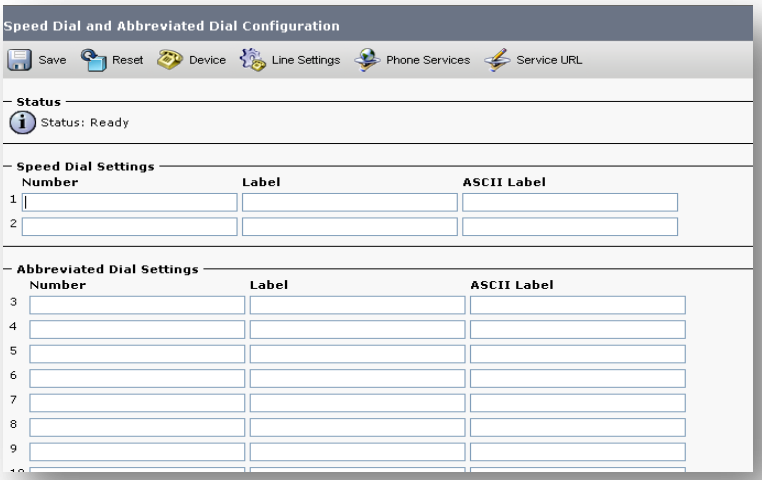
5. From the **User Options** drop down menu, select **Device**.



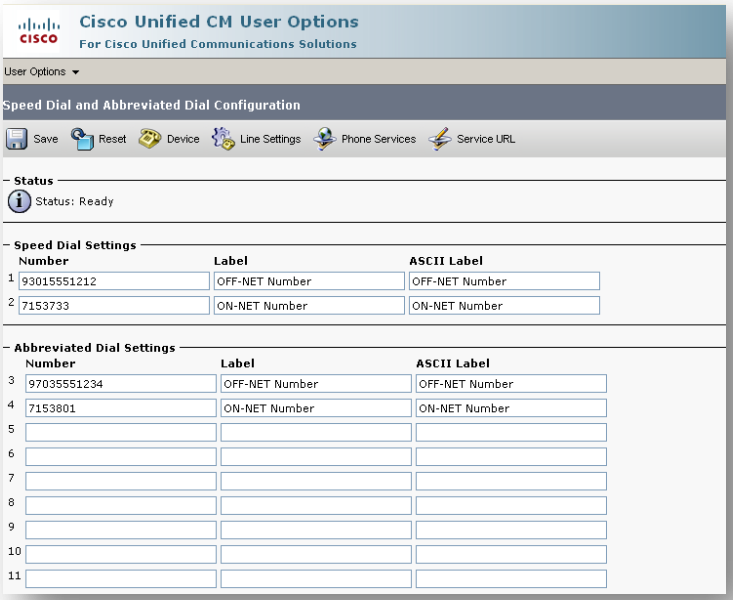
6. Click **Speed Dials**.



The setup page is displayed.



7. Under Speed Dial Settings or Abbreviated Dial Settings, enter a telephone number.
   - For numbers on DC-Net, enter the seven digit extension.
   - For numbers outside DC-Net, enter 9, the number's three digit area code, and the seven digit extension (for example 93015551212).
8. Enter a descriptive label. Note: For Speed Dial numbers only, this label will display on the phone's screen.



9. Click **Save**. The phone is re-registered and you can see the updates on the phone's screen.

Calling a Speed Dial or Abbreviated Dial Number

For Speed Dial numbers:

- To the right of the phone screen, press the button associated with the speed dial number and label you set up.

For Abbreviated Dial numbers:

1. On the keypad, enter the one or two digit abbreviated dial number you assigned to the contact.
2. Press the **AbbrDial** button at the lower part of the screen.