

ITS Help Desk: ext. 4287
Email: helpdesk@whittier.edu
<http://www.whittier.edu/its>

Setting Speed Dial and Abbreviated Dial Numbers

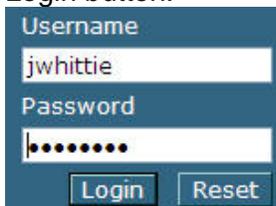
Associated with your Cisco IP phone are a total of 100 speed dial and abbreviated dial numbers.

Speed dials are phone numbers associated with physical buttons to the right of the screen on a Cisco IP phone. You can pick up the handset and press the speed dial button to dial the associated party.

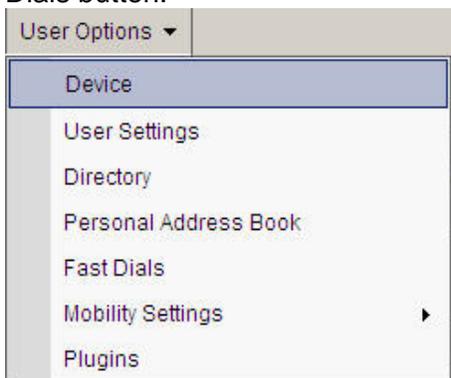
The remaining Abbreviated Dial numbers are numbered up to 100. These are used in conjunction with the AbbrDial softkey on the Cisco phone.

Access to your personal speed dials and abbreviated dials is available at <https://10.50.1.11:8443/ccmuser/showHome.do>.

1. You will first be required to enter your email (Outlook) username and password and then click on the Login button.

A login form with a dark blue header. It contains two input fields: "Username" with the text "jwhittie" and "Password" with ten black dots. Below the fields are two buttons: "Login" and "Reset".

2. After login, from User Options on the upper left corner of the screen, select Device and click Speed Dials button.



3. Fill out the grid with phone numbers and names associated with the numbers.

Speed Dial Settings		
Number	Label	ASCII Label
1	4567	Mike
2	6789	Peter
3	9012	Jane
4	3456	Mary

4. To save your changes, you MUST click on the diskette icon  Save in the upper left hand corner.
5. You will also want to print this page for your reference in using abbreviated dialing. Once you have saved your changes you can log off the system by clicking Log Off in the upper right hand corner of the window. The first speed dials will appear on your phone display corresponding to each of the programmable buttons.
6. To use abbreviated dial on your phone, enter the abbreviated dial number you wish to call BEFORE picking up the handset. Then press the AbbrDial button and lift the receiver. The phone call will be underway.