

## Entering Speed Dial Numbers

The Cisco phones have the capability of storing and retaining a number of “Speed Dial” numbers. The quantity of numbers that can be displayed on your phone is dependent on the model of phone and the accessories it is equipped with. Following the instructions below.

1. You must first log into the Cisco Unified Communications “Self Care Portal” This is accessed by using your web browser and going to: <HTTPS://10.60.15.245/ucmuser>
2. You will be presented with a login screen asking for a username and password. As this system is integrated into our current computer system, you will be able to use the same username and password you use to log into your computer. Enter your username and password and click the Sign In button.
3. This will bring you to the “Phones” page in the portal. It will display the model of phone assigned to you and you will have access to the appropriate features associated with your phone. If you point at your phone and click, you will see displayed a box with the selections of Edit, Settings, or Download Manual. If you click “Download Manual”, it will download a PDF of the Cisco manual for your model of phone. Each of the manuals are of a significant size, so I would not recommend printing them out, but you can save the file for future reference.
4. In the left hand column, you will see three selections: “My Phone” which is the default page you are currently viewing; “Phone Settings” which is where we will be setting up your speed dials; and “Call Forwarding” where you can select another phone number where your telephone calls can be redirected. Forwarding can also be accomplished directly from you telephone handset, so this may not be a frequently used option.
5. Select “Phone Settings”: This will take you to a screen where you can access and change a number of settings on your telephone. The only setting we are going to deal with in this instruction is “Speed Dial Numbers”. By clicking on this selection, you will see displayed a list of any “Speed Dials” you have already programmed in.
6. To add a new “Speed Dial” number, you will click on the “Add New Speed Dial” link just to the right of the “Speed Dial Numbers” title at the top of the page.
7. A popup box will then be displayed for you to enter the pertinent information for the “Speed Dial” entry. Once you click “Save” at the bottom of the popup box, the new speed dial number will be updated to your telephone. Your Cisco model 8851 telephone will be equipped with a 36 button expansion module, so you can enter a maximum of 36 additional speed dial numbers which you can access at the touch of a single button.