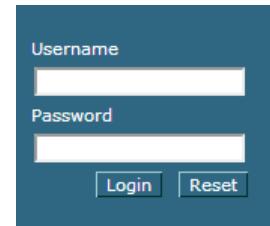


This guide outlines how to configure speed dials on a VoIP Phone.

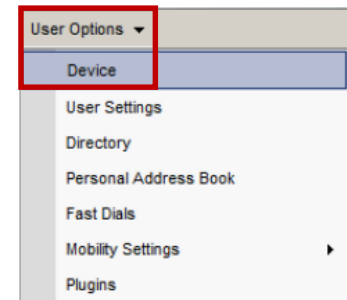
1. Navigate to the following web address:
<http://ucpub.valdosta.edu/ccmuser/>
2. Log in using your **Active Directory** credentials (computer login username and password).



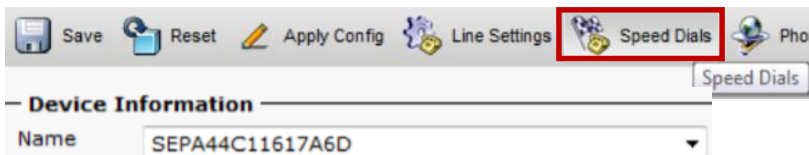
Username

 Password

3. From the **User Options** drop-down menu in the top left corner, select **Device**.
4. In the **Name** field, select the option that begins with **SEP**.
5. Select the **Speed Dials** button.



User Options ▾
 Device
 User Settings
 Directory
 Personal Address Book
 Fast Dials
 Mobility Settings ▶
 Plugins



Save Reset Apply Config Line Settings Speed Dials Phone
 — **Device Information** —
 Name SEPA44C11617A6D

6. Enter the phone number you want associated with the speed dial under the **Number** column. This number can be a four digit extension (for internal phones) or a full telephone number including 1+ area code for long distance (for external phones). Remember to precede all external phone numbers with an 8.



Speed Dial (Button) Settings	
Number	Label
1 1234	Person A
2 85551234	Person B

7. Select the **Save** button.



Save Reset Apply Config Device