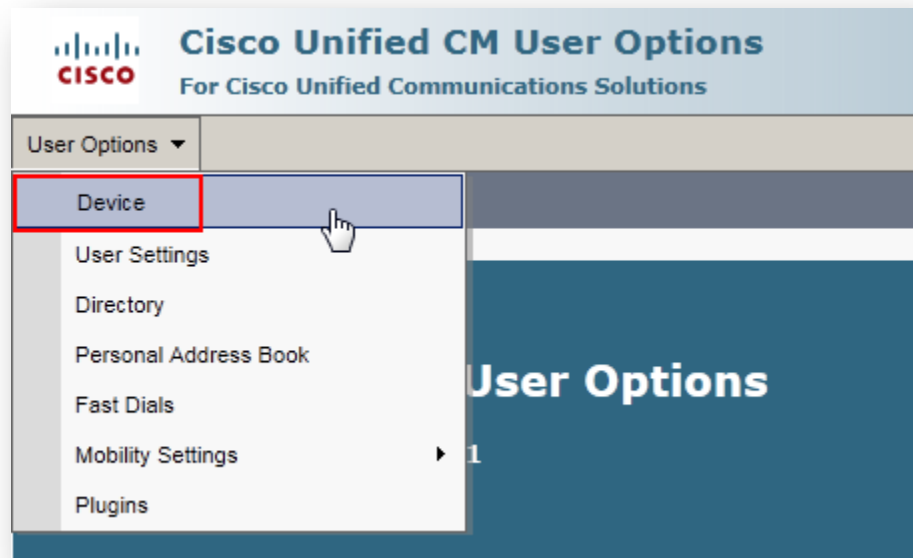# Speed Dial for Cisco IP Phones

1. To setup speed dial numbers for your Cisco IP phone, login to the Cisco Unified CM User Options webpage using your Bryant email username (without the @bryant.edu) and password. https://w2kcmpub01.bryant.edu/ccmuser/showHome.do

2. In the top left corner click the User Options dropdown and select Device

3. In the Device Configuration menu, select Speed Dials

4. Here you will type the number you wish to dial, along with a description (Label) for each number
   a. If the number you wish to dial is off campus, you will need to enter a 9, followed by the number, just as if you were dialing the number manually.
   b. In this example, Speed Dial number 1 is set to dial 232-6545.
   c. The description is for your information only. You will not see this displayed on the phone, it only helps to determine what the number is when you are on the webpage.

Cisco Unified CM User Options
For Cisco Unified Communications Solutions

User Options ▼

Speed Dial Configuration

💾 Save 🔄 Reset ✏️ Apply Config ☎️ Device ⚙️ Line Settings 🌐 Phone Services ✒️ Service URL

Status

ⓘ Status: Ready

Speed Dial (Abbreviated Dial) Settings

	Number	Label	ASCII Label
1	92326545	Jen's Office	Jen's Office
2			

5. Once you have entered all the number you wish to use for speed dial, click the Save button in the top right of the screen. At this time your phone will refresh the screen.

6. When you are ready to use the speed dial feature, on your Cisco IP phone, press the speed dial number you wish to call (in my example, I would press the number 1 to call 232-6545)

7. You will then see a softkey option **AbbrDial** appear on your phone. Press the button associated with this option and the phone will proceed to dial the number you designated on the webpage.