

How To: Add a speed dial to your Cisco desk phone

Preamble:

Some people like to have speed dials.

Service:

Phones phones phones

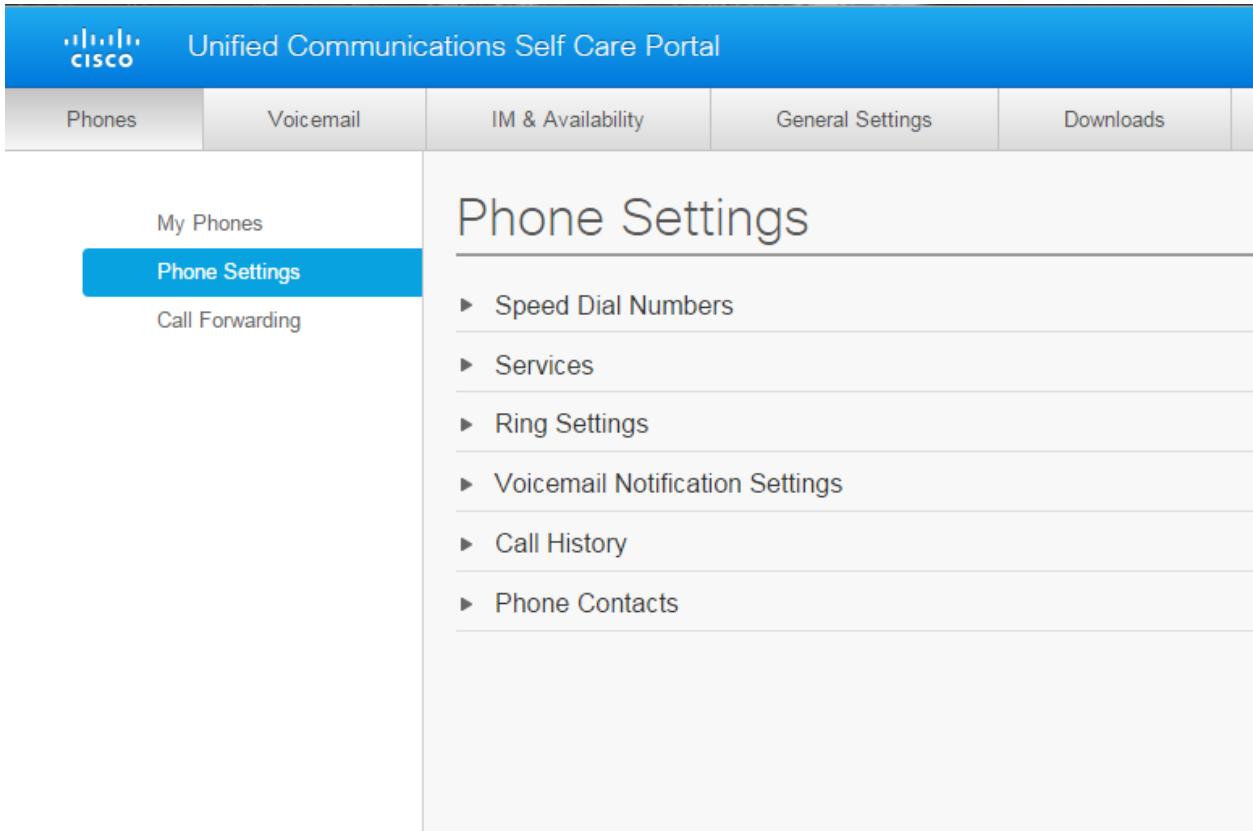
Prerequisites:

Access to a phone that is assigned to your user account

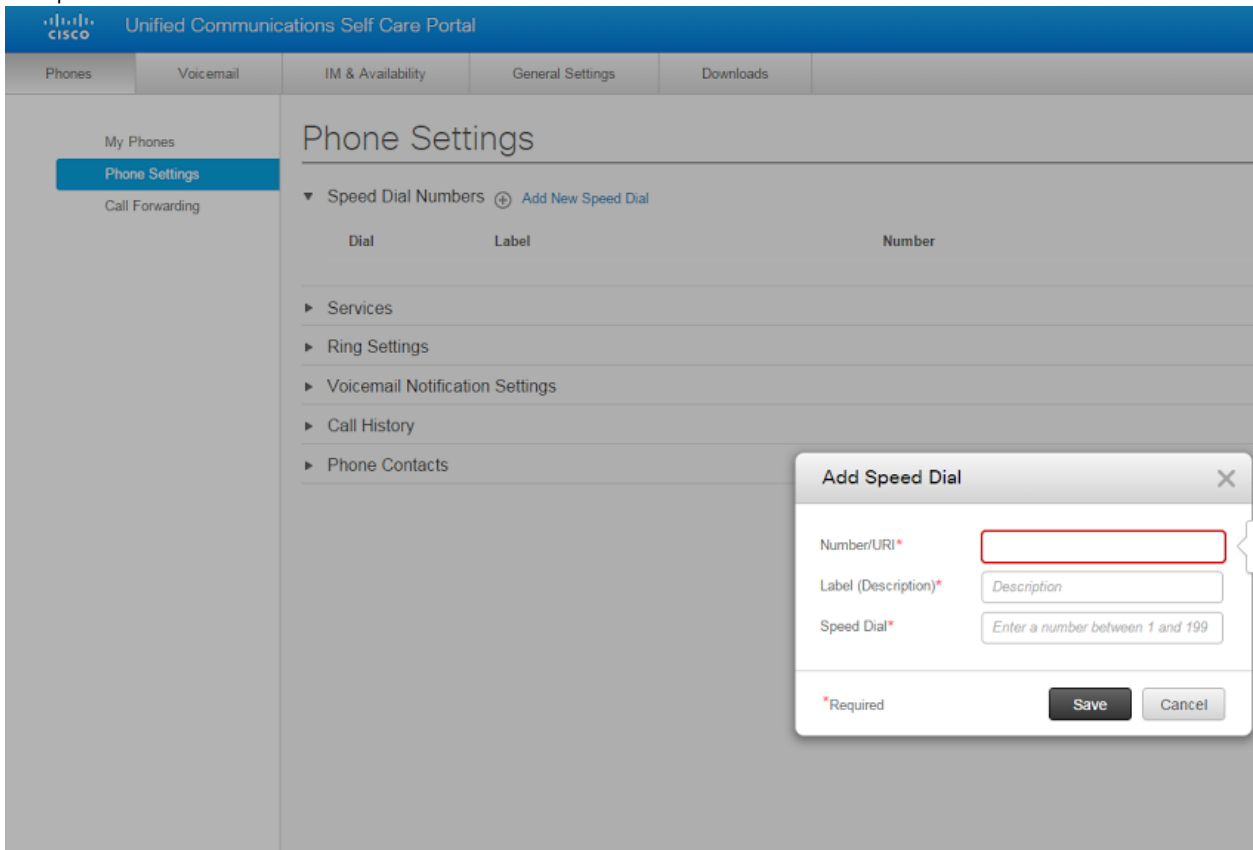
1. Go to <https://phones.lclark.edu/ucmuser/>
2. Login with LC credentials. Should see something like so ---

The screenshot displays the Cisco Unified Communications Self Care Portal. The top navigation bar includes 'Cisco' and 'Unified Communications Self Care Portal'. Below this, a secondary navigation bar contains 'Phones', 'Voicemail', 'IM & Availability', 'General Settings', and 'Downloads'. The main content area is titled 'My Phones' and is divided into two sections: 'Company Phones' and 'Additional Phones'. The 'Company Phones' section lists three devices: 'Cisco Jabber for Desktop' (5037687242 Ian Phillips), 'Cisco 7821 - Ian Phillips' (5037687242 Ian Phillips, 5037687256), and another 'Cisco Jabber for Desktop' (5037687242). Each device card includes a gear icon for settings. The 'Additional Phones' section features a plus sign icon and a text box that reads: 'Add an additional phone so you can be reached when you are not at your desk.' A left-hand sidebar contains 'My Phones', 'Phone Settings', and 'Call Forwarding'.

3. Go to Phone Settings:



4. Add Speed Dial Numbers:



5. Access to Speed Dial Numbers on a 7821 phone hit the bottom of the green hula hoop wheel to scroll through Speed Dial numbers