

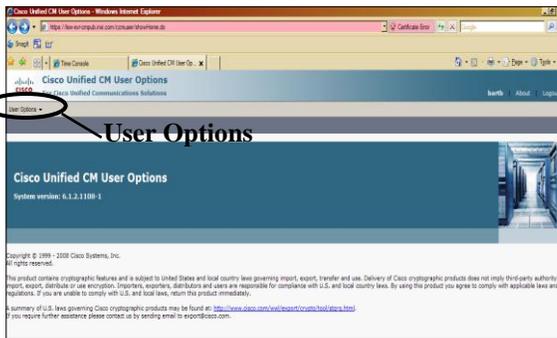
SETTING UP THE PHONE VIA WEB



CISCO UNIFIED CALL MANAGER

The Call Manager website will assist you in creating or editing the following settings on your phone: Call Forwarding, Speed dial, Personal Directories, Line settings, button settings and Mobile Connections.

1. Go to the following site:
<https://phonemanager.ad.cocc.edu/ccmuser>
2. If the Security Alert appears, click **Yes** to proceed.
3. Enter your **user ID and password**, and click **Login**.
The following dialog displays.



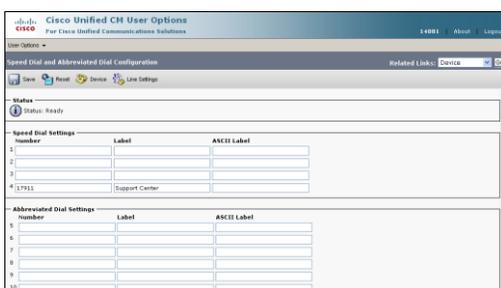
CREATE SPEED DIALS

A Speed Dial can be created and assigned to a line button on the phone. When all the line buttons available on your phone have been assigned you can continue adding speed dials. You will access these other speed dials with an abbreviated Speed Dial list (which is explained in following section).

1. Click the **User Options** drop down arrow and choose **Device** from the list.

Device	
Name	SEP0023339D3719
Model	Cisco 7965
Description	CC - Laura Perez - 17940
User Locale	< None >

2. In the Device section, click the drop down arrow of the **Name** field and choose the device that begins with the letters **SEP**.
3. Click the **Speed Dials** button.



4. Create a new Speed Dial by entering a Number (internal or external) and a short description in the Label column. **External numbers should include the 9 and if necessary the 1 for long distance, i.e. Local = 9541383XXXX or Long Distance = 91425221XXXX**

NOTE: The Label description will appear on the assigned line on the phone.

5. Click the **Save** button.

TIP Copy this table you are building as it is the Abbreviated Speed Dial list. Paste it into Word. Once your list is complete in Word, print the list. There is no copy of this list appearing on the phone (only the printed copy you create or on the website).

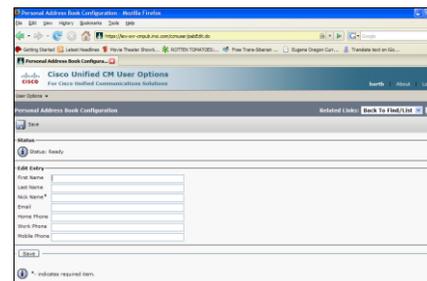
ACCESS ABBREVIATED SPEED DIALS

1. From the Cisco IP Phone, press the number of the speed dial you are calling.
2. An **AbbrDial** softkey label will appear, then press the softkey button below it. *The phone number will automatically be dialed in speaker mode.* If you want, lift the handset to remove from speaker mode.

CREATE A PERSONAL DIRECTORY ENTRY

You can create a personal directory of names and numbers. The personal directory can be accessed from the Directories listing on the phone.

1. Click the **User Options** drop down arrow and choose **Personal Directory** from the list.
2. Click **Add New** button.



3. Enter the information and click the **Save** button.

ACCESS PERSONAL DIRECTORY

1. From the Cisco IP Phone, press the **Directories** button
2. Select **Personal Directory**, press the **Select Soft Key**.
3. Enter your **Call Manager User ID (usually your phone extension) and Pin#**.
4. Select **Personal Address Book** and press the **Select Soft Key**.