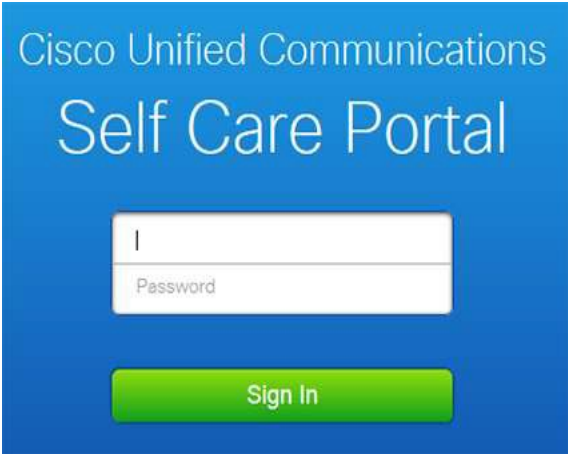
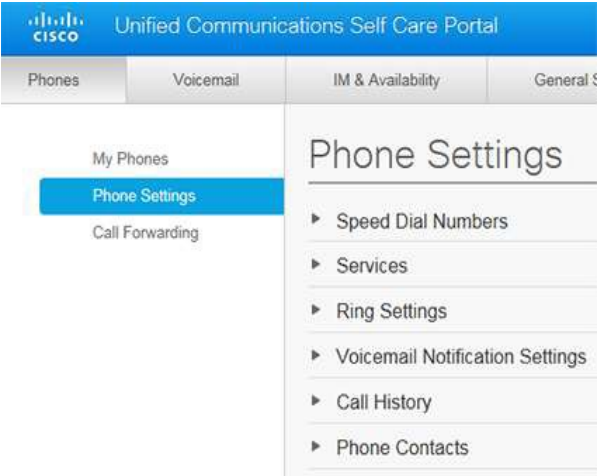
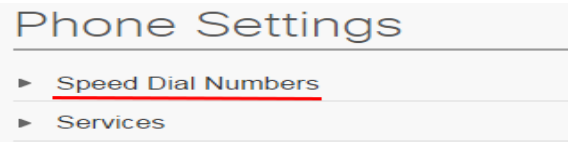





How to set up and manage your Speed Dials

If you are trying to manage your Speed Dials online from off-campus, you must connect to the Union VPN first.

VPN URL: <https://union.teamdynamix.com/TDClient/1831/Portal/KB/ArticleDet?ID=56060>

<p>Open URL in web browser: https://cucm-pub.union.edu/ucmuser/</p> <p>Your username is your full Union email address, with the @union.edu</p> <p>Your password is your Union password.</p> <p>Contact Telecommunications at Ext. 6411 to enable online access, if you are logging in for the first time.</p>	 A screenshot of the Cisco Unified Communications Self Care Portal login page. It has a blue background with the text "Cisco Unified Communications Self Care Portal" at the top. Below that is a white login form with a "Username" field, a "Password" field, and a green "Sign In" button.
<p>Once logged in, click on "Phone Settings" on the left menu on the page.</p>	 A screenshot of the Cisco Unified Communications Self Care Portal interface. The top navigation bar includes "Phones", "Voicemail", "IM & Availability", and "General Settings". On the left, a sidebar menu shows "My Phones", "Phone Settings" (highlighted), and "Call Forwarding". The main content area displays "Phone Settings" with a list of options: "Speed Dial Numbers", "Services", "Ring Settings", "Voicemail Notification Settings", "Call History", and "Phone Contacts".
<p>Click Speed Dial Numbers.</p>	 A close-up screenshot of the "Phone Settings" menu. The "Speed Dial Numbers" option is highlighted with a red underline.
<p>Click the Add New Speed Dial.</p>	 A screenshot of the "Add New Speed Dial" button. It features a plus sign icon in a circle followed by the text "Add New Speed Dial" in a blue, underlined font.

<p>Fill in the fields.</p> <p>Number: The number you would like the Speed Dial to call. Add a "3" for an outside line.</p> <p>Label: Description.</p> <p>Speed Dial: Speed Dial number.</p> <p>Click Save</p>	<div data-bbox="764 189 1508 575"><h3>Add Speed Dial ✕</h3><p>Number/URI* <input type="text"/></p><p>Label (Description)* <input type="text" value="Description"/></p><p>Speed Dial* <input type="text" value="Enter a number between 1 and 199"/></p><hr/><p>*Required Save Cancel</p></div>
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Using Speed Dials from your Cisco Phone

Once Speed dials have been programmed for the phone, you may access them by leaving the handset on the hook, and press the appropriate speed dial key, then press the "more" softkey(bottom right button below your screen) and then the "Speed Dial" softkey to dial the number.