Introduction
To save you time, your Cisco IP Phone allows you to set up speed dialing and also abbreviated dialing. Speed dialing allows you to program a number directly on an open speed dial button and it will be displayed on the LCD screen. You may program speed dial buttons on as many open lines as you have on your phone. Some phones may have one open line and some may have more depending on the model you have.

Abbreviated dialing allows you to program from 1 to 199 numbers that when pushed will automatically dial a pre-programmed number. Pressing the number on your keypad, will dial the programmed telephone number.

This self-help document will show you how to create and use a speed dial and abbreviated dialing.

Creating a Speed Dial & Abbreviated Dialing
1. Open your web browser and type www.towson.edu/phonesettings in the address bar and press ENTER on your keyboard.
2. The Cisco Unified CM User Options page will appear. Type your Username (NetID) and Password in the upper right corner of the webpage (Fig 1, 1) and click Login (Fig 1, 2).
3. Click User Options in the upper left hand corner of the screen (Fig 2, 1).
4. Click Device (Fig 2, 2).
5. Under **Device Configuration** at the top of the screen, click **Speed Dials**.

![Device Configuration](image)

6. Under **Speed Dial (Button) Settings**, click in the box beside the first number and type in the telephone number you wish to make a speed dial (Fig 4, 1). You will only be able to program speed dial settings for the number of open lines on your phone. In the example below, there is only one speed dial button available, that is why there is only one placeholder available under this category. This will not only be a speed dial button on your phone, it will also become an abbreviated dial as well.

![Figure 3](image)

Please note, if this is an outside number (outside Towson University), you must type a 9 in front of the number. If it is a Towson University extension, type a 4 in front of the extension.

7. Click under **Label** and type something to identify the number. This description will show up on the display screen on your phone. Click under **ASCII Label** and type a label that will personally help you identify the number (for your reference only).

8. Below **Speed Dial (Button) Settings**, there is an area for **Speed Dial (Abbreviated Dial) Settings**. You may program up to 199 abbreviated dial numbers. The number in the margin (Fig 4, 2) will be the number you press on the telephone keypad to dial the programmed number.

9. Click in the white box beside the number in the margin area and type the phone number (Fig 4, 3). The number in the margin will be the abbreviated dial number. Continue typing in all numbers you wish to have an abbreviated dial in succession along with a Label and an ASCII Label.

![Figure 4](image)
10. Click the **Save** button (Fig 4, 4). You will notice that your telephone will display **Registering** and then your Speed Dial Button will have the label you programmed beside it (Fig 5, 1).

11. You may wish to print this list out and keep it handy. There is no other way to see what speed dials you have programmed.

**Figure 5**

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**Using Speed Dial on your Phone**

1. Press the speed dial button beside the speed dial label on your phone (Fig 5, 2).

2. Your call will be initiated immediately.

**Using Abbreviated Dialing on your Phone**

1. Press the abbreviated dialing number on your telephone keypad (the number in the margin area of the Speed Dial Configuration screen described on the previous page).

2. Press the **AbbrDial** softkey on your phone (Fig 6, 1).

3. The phone call will be initiated immediately.

**Figure 6**