

# Cisco IP Phone 79 Series

## Speed Dialing and Abbreviated Dialing

### Introduction

To save you time, your Cisco IP Phone 79 Series 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 99 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 speed dial and abbreviated dialing.

### Creating a Speed Dial & Abbreviated Dialing

1. Open your preferred web browser and navigate to [www.towson.edu/phonesettings](http://www.towson.edu/phonesettings). The **Cisco Unified Communications Self Care Portal** will appear.
2. Type your **Username** (NetID) and **Password** in the appropriate fields.
3. Click the **Sign In** button.

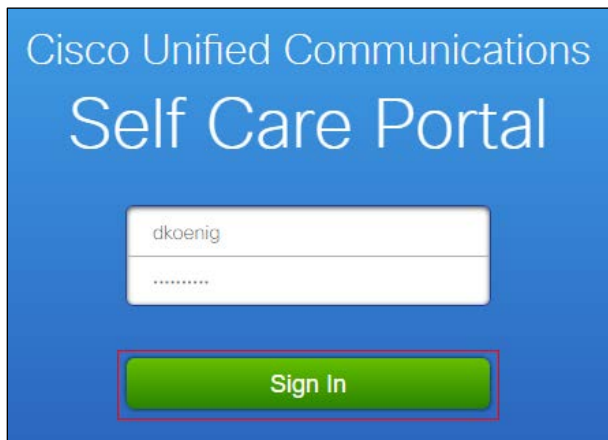


Figure 1

4. The **Self Care Portal** will appear.
5. Click the **Phone Settings** link in the left-navigation menu.



Figure 2

- Click the **Speed Dial Numbers** toggle arrow on the **Phone Settings** page.

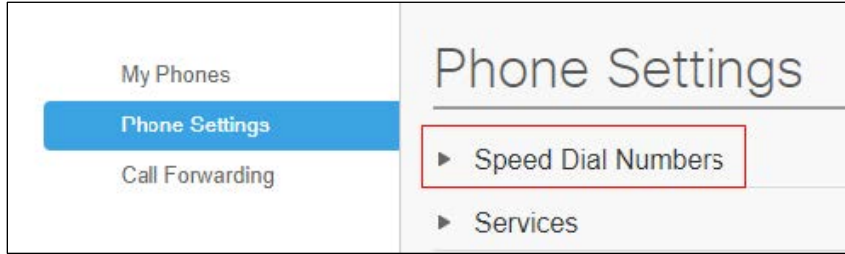


Figure 3

- If you have more than one device, they will all appear.
- Click the **Add New Speed Dial** link.



Figure 4

- The **Add Speed Dial** window will appear.

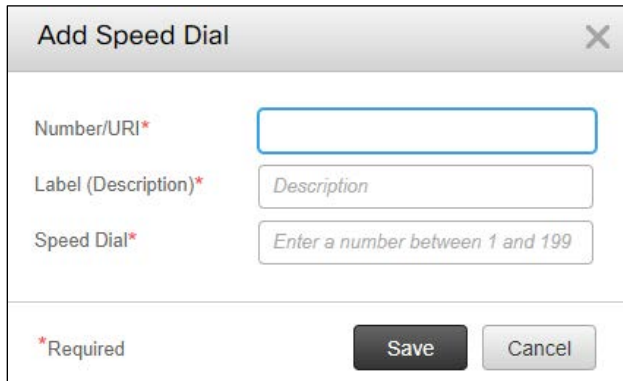


Figure 5

- In the **Number/URI** field you may either type the extension or a person's name.

**Note:** If the number of the Speed Dial entry is an outside line, the number 6 should be added as a prefix.

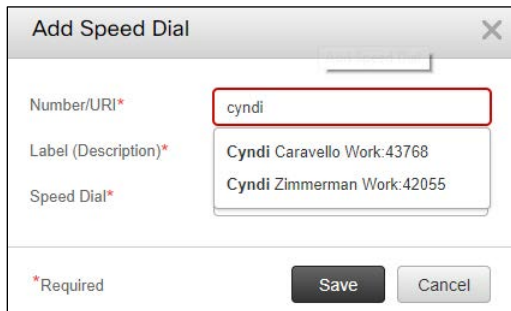


Figure 6

- Label (Description)** – type an appropriate name for this number. This name will appear on your phone's screen beside its corresponding **Feature** button.
- Speed Dial** – type a number between 1 and 99 in this field. This number can be utilized with the phone's speed dial feature.

**Note:** Only the first 5-8 speed dial numbers will appear on the phone interface.

13. Click the **Save** button in the **Add Speed Dial** window.

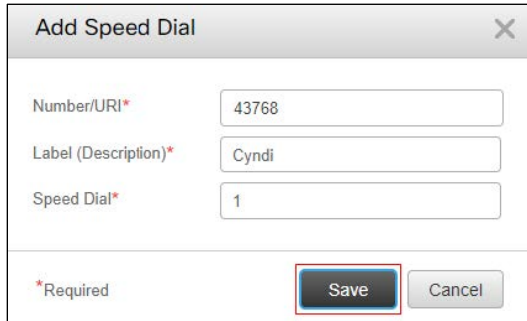


Figure 7

**Note:** You may wish to print the **Speed Dial Numbers** webpage and keep it handy. There is no other way to see what speed dials you have programmed.

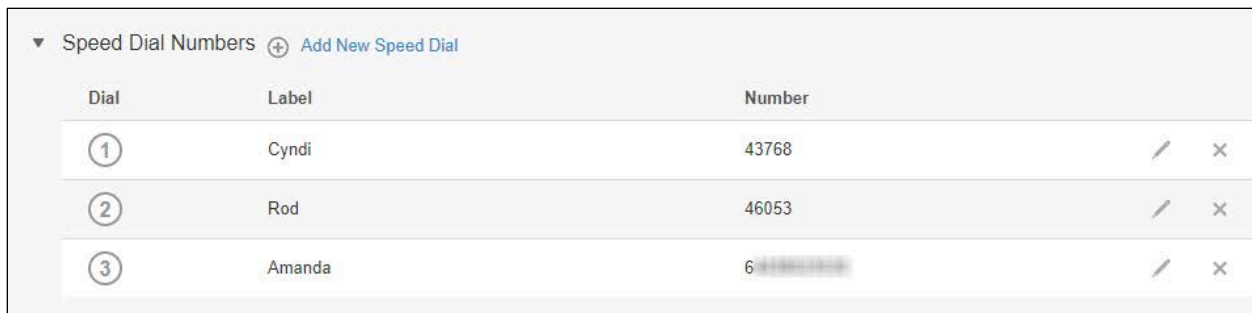


Figure 8

14. Repeat the process to add additional numbers. The process will take a few minutes to appear on your phone after clicking Save.

**Note:** If all speed dial numbers do not appear on your phone, send an email to [phones@towson.edu](mailto:phones@towson.edu) indicating this issue.

## Using Speed Dial on Your Phone

1. On your phone, press the **speed dial** button beside the person's name you wish to call.
2. Your call will be initiated automatically.

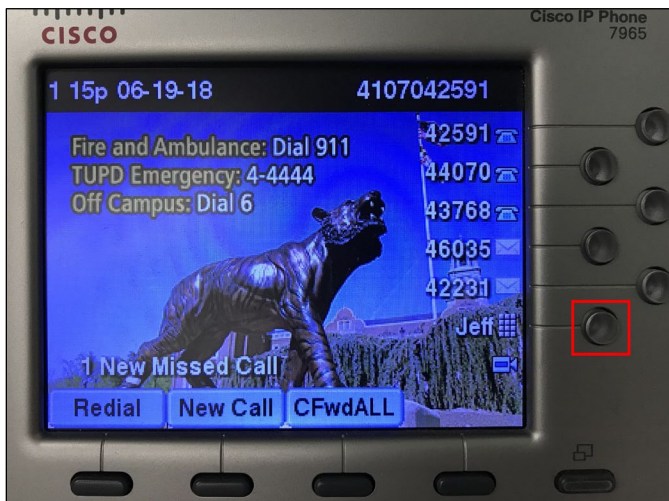
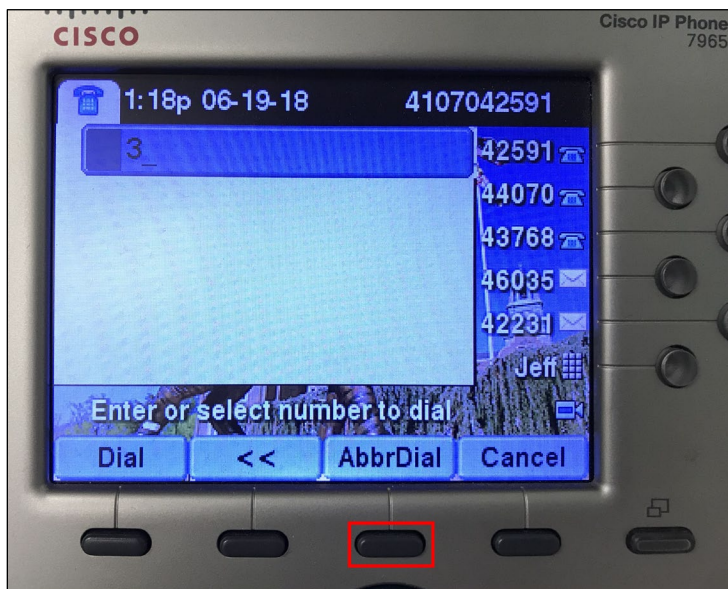


Figure 9

## Using Abbreviated Dialing on Your Phone

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1. Before picking up the phone's handset, enter the abbreviated dial number you wish to call.
2. Press the **AbbrDial** soft key.



**Figure 10**

3. Pick up the phone's handset. The call will initiate automatically.