

# How to Setup Cisco Speed Dial Keys

## Step-by-Step Instructions

1. Click on the following link <http://myphone.bnl.gov/> (internal) and log into the **CCM User Console** using your **BNL Domain credentials** as you would normally use when you log into your computer.

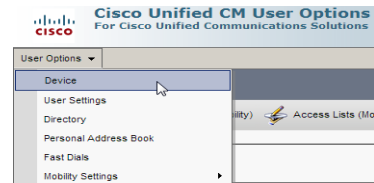
**User ID:** Enter your BNL Username

**Password:** Enter your BNL Domain Password

**Note:** In most cases, your BNL Domain Username will normally be the same as the prefix of your email address ([jdoe@bnl.gov](mailto:jdoe@bnl.gov)). Use the same password as your email to access the “Cisco Unified CM” (CCM).

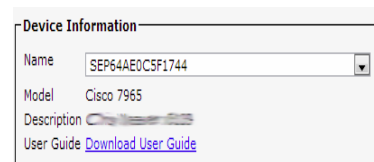
2. Once you’ve logged into the CCM User Console, move your mouse cursor over the **User Options** in the upper left corner of the webpage and click on **Device**.

**Note:** Hover over or click on [User Options] → **Device**



3. That will bring you to the **Device Configuration** webpage where in the **Device Information** section, under the **Name** drop-down menu, you will *select the physical device address* of your phone (example: “SEP64AE0C5F1A4A”).

**Note:** Select **SEPXX...XX** from drop-down



4. The webpage will refresh and you will then see the Speed Dials button, see below. Click this button to display the Speed Dial Settings webpage.

**Note:** Click → **Speed Dials**



5. Here is where you’ll type in the **extensions** and/or **phone numbers** that you would like to appear on your phone as speed dials. You will see that under number 5, 911 is already programmed for an Emergency 911 speed dial, which automatically dials the local Police when pressed.

Speed Dial (Button) Settings		
Number	Label	ASCII Label
1	1234	John Doe
2		
3		
4		
5	911	Emergency 911

That certain speed dial **should never be tampered** with or modified as it is required to be displayed on every phone by the BNL security/safety policy. All others, above the 911 speed dial, are free for you to configure. All you have to do is type in the extension or a phone number (as you would dial it from your phone) in the Number field and then type whatever you would like the phone to display in the Label field.

6. Click **Save** button, then the **Apply Config** button at the bottom of this webpage. At this point, your phone will reset. Following the reset, the new speed dial numbers will display on your phone, ready to be used.

**Note:** Click → **Save** → **Apply Config**

7. Click the **Logout** link in the upper right of the webpage to log out of the CCM User Console.