

Add Update Speed Dials

Step 1: Navigate to the Cisco Unified CM Users Options website. Go to <https://170.94.242.126/ccmuser>. If you get a security certificate warning, click continue.

Step 2: Enter your username and password. Your username is your complete email address, i.e. John.Doe@arkansas.gov. Your password is your domain password (the same password you use to log into your computer). Your user name and password are case sensitive.

Step 3: Select **User Options** -> **Device**.

Note: If you have more than one phone associated with your account you must select the phone you want to modify from the drop down list. Select the down arrow in the Name field.

Step 4: Select **Speed Dials** in the menu bar.

Step 5: Enter the Number and Label for each speed dial in the fields provided. Enter the number exactly as you would dial it from your phone. If you are entering a cell phone number and you typically dial 9 on your phone to call the cell phone then you must enter the 9 here.

Step 6: After you have entered all of your speed dials select **Save** in the menu bar.

If you have trouble logging into the web page, your account may not be configured in the system. Open a ticket with the DIS Call Center by dialing 501.682.HELP. Give them a brief description of the problem and we will verify that your account is set up correctly.