SETTING UP SPEED DIALS AND ABBREVIATED DIALS

Connect to the following URL via the Web:
https://voice.bhsu.edu/ccmuser
Select "Continue to this Web Site…not recommended"

Log in with your AD User Name and Password

To set up a Speed Dial and/or an Abbreviated Dial Number

(For Speed Dials you are limited by the number of vacant buttons on your phone. For Abbreviated Dials you can have up to "99". When you set up a Speed Dial, you need to notify your System Admin person (Josh) so that he can change a template.)

- Go under Users Options and Select "Device" (This is for both Speed Dials and Abbreviated Dials.)
- Click on "Speed Dial"

To set up a Speed Dial (Hard Button on your phone)

- You will see a heading "Speed Dial Settings
  (This will show the available hard buttons that you.)
- Under "Number" enter the phone number with no spaces. (You must enter a "9" if you're programming an outside number. You must enter "9" plus "1" if it's a long distance number.)
- Under "Label", enter the name of your Speed Dial.
- Hit "Save"

Numbers that are set up as Speed Dial Buttons on your phone automatically become an abbreviated Dial Button. I.E. if you have (4) hard buttons programmed as Speed Dials, those (4) automatically become your first (4) Abbreviated Dial Numbers. Therefore under the "Abbreviated Dial Settings" which is below the Speed Dial Setting, the Abbreviated Dials would start numbering with (5).

To set up an Abbreviated Dial

- You will see a heading "Abbreviated Dial Settings"
- Under "Number" enter the phone number with no spaces. (You must enter a "9" if you're programming an outside number. You must enter "9" plus "1" if it's a long distance number.)
- Under "Label", enter the name of your Speed Dial.
- Hit "Save"

To call an Abbreviated Dial number: Depress the abbreviated number (1-99) on your key pad, hit "AbbrDial" Soft Key and lift the receiver.

SETTING UP PERSONAL ADDRESS DIRECTORY

Connect to the following URL via the Web:

https://voice.bhsu.edu/ccmuser

Select "Continue to this Web Site…not recommended"

Log in with your AD User Name and Password

To Set up a Personal Address Directory

- Go under "User Options" and select "Personal Address Directory".
- Select "Add New"
- Enter First Name, Last Name, Nick Name, e-mail, Home Phone, Work Phone, Mobile Phone. (Nick Name is mandatory).
- Hit Save

To access a Personal Address Directory Number that has been programmed via the Web:

- Go to your phone and depress the Directories Key.
- Select "Personal Directory" (#4)
- Under "User ID", enter your AD ID
- Under "PIN", enter "147258" (first time logging in.) We recommend changing the PIN. (Go under "User Options" and choose "User Settings" to change your PIN.)
- Then select "Personal Address Book" (#1)
- Either Search by entering the first few characters of the First Name, Last Name or Nickname (**or you can simply hit "Submit" for all PAD entries**) and hit "Submit" and all entries matching your criteria under that Personal Address entry will display. Highlight and select. It will display all the phone numbers you entered under the Personal Address Directory for that name (I.E. Home Phone, Work Phone, Mobile Phone). Highlight the entry you wish to call and simple hit "Dial" or pick up the phone.

  Or Again, you can simple hit "**Submit**' then all entries will come up. Highlight and Hit "Select" and it will show you all the numbers (I.E. home, work, mobile) under that entry. Either hit "Dial" or pick up the phone and the number will dial automatically.

SETTING UP FAST DIALS

Connect to the following URL via the Web:

https://voice.bhsu.edu/ccmuser

Select "Continue to this Web Site…not recommended"

Log in with your AD User Name and Password

To set up Fast Dials

- Under "User Options" and select "Fast Dials"
- Select "Add New"
- Enter number (no spaces) and "Save"

To place a call from your Fast Dials :

- Go to your phone and depress the Directories Key.
- Select Personal Address Directory (#4)
- (You may need to Log In if not already logged in
  (PAD Log-In is AD ID and PIN (temporary PIN is 147258).
- Select "Personal Fast Dials" (#2)
- Scroll down and highlight Fast Dial Number.
- Lift receiver or Press "Dial".

Another quick way to set up a Fast Dial is :

- Go to your phone and depress the Directories Key.
- Select Personal Address Directory (#4)
- (You may need to Log In if not already logged in
  (Personal Directory Log-In is AD ID and PIN (temporary PIN is 147258).
- Select "Personal Fast Dials" (#2)
- Press "Assign".
- Highlight which unassigned Fast Dial Number you wish to program (1 – 99)
- Depress "Assign" Soft Key
- Enter Number (no spaces)
- Depress "Update". Number has been programmed. Follow instructions for placing a call.