Changing Speed-Dial and Abbreviated-Dial Configuration Settings from 5 to 7 Digits

Step-By-Step Instructions
The VoIP service provides a total of 199 Speed-Dial and Abbreviated-Dial settings accessible via this link: https://my.voip.psu.edu

1) Authenticate using your PSU userID and password. The browser will display the page below. Select “Phone Settings”.

2) Select “User Options”, then select “Device” from the drop-down menu.

3) Select “Speed Dials”.

4) Examine the entire list (up to 199) of Speed-Dial and Abbreviated-Dial numbers, modifying any 5 digit entries to include an “886”

5) This frame describes the changes where an “886” have been prepended to each entry.

6) Select “Save”. The telephone instrument will restart when it becomes idle. Calls missed during the brief restart cycle are routed to voice mail.
More Information

The Speed Dial and Abbreviated Dial configuration window contains the following sections: speed-dial settings on the phone and abbreviated-dial settings that are not associated with a button. The descriptions in Table A. (below) apply to both sections.

**Speed Dial Settings**
Configure these settings for the physical buttons on the phone.

**Abbreviated Dial Settings**
Configure these settings for the speed-dial numbers that you access with abbreviated dialing. When you configure your phone with up to 199 speed-dial entries, part of the speed-dial entries are assignable to the speed-dial buttons on the phone; the remaining speed-dial entries get used for abbreviated dialing.

**Accessing Your Abbreviated Dial Settings**
As you begin dialing digits, a soft-key labeled “AbbrDial” appears at the bottom center of the phone’s display, enter the appropriate abbreviated dial code for abbreviated dialing to complete.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(number from 1 to 199 in the left column)</td>
<td>This column identifies the speed-dial button on the Cisco IP Phone or Expansion Module or the abbreviated-dial index for abbreviated dial.</td>
</tr>
<tr>
<td>Number</td>
<td>Enter the number that you want the system to dial when the user presses the speed-dial button. You can enter digits 0 through 9, *, #, and +, which is the international escape character.</td>
</tr>
<tr>
<td>Label</td>
<td>Enter the text that you want to display for the speed-dial button or abbreviated-dial number. The VoIP Service does not support labels for the CP-7910 telephone instrument.</td>
</tr>
<tr>
<td>ASCII Label</td>
<td>This field provides the same information as the Label field, but you must limit input to ASCII characters. Devices that do not support unicode (internationalized) characters display the content of the ASCII Label field.</td>
</tr>
</tbody>
</table>