User Guide – Desk Phone

This information is a supplement to the Cisco 8941/9971 User Guide

How to Configure Speed Dials

1. Log in to https://callmanager.bsu.edu/ccmuser
2. Go to **User Options** -> **Device**
3. Choose the device name that begins with **SEP**
4. Click **Speed Dials** at the top of the page
5. In the Speed Dial Settings area, enter a number and label for a speed-dial button on your phone
6. Select **Save**

How to Configure Speed Dial Codes

1. Log in to https://callmanager.bsu.edu/ccmuser
2. Go to **User Options** -> **Device**
3. Choose the device name that begins with **SEP**
4. Click **Speed Dials** at the top of the page
5. In the Abbreviated Dial Settings area, enter a number and label for a speed dial code
6. Select **Save**.

How to Use Speed Dials

1. Press the **Up Arrow** on your phone to access speed dial numbers (Abbreviated Speed Dial codes are not shown)
2. Scroll to and highlight the desired number
3. Press the **Call** button

How to Use Abbreviated Speed Dials

1. Press the number corresponding with the Abbreviated Speed Dial (9 - 199)
2. The soft button along the bottom of the screen while change
3. Press the **Speed dial** button

How to use the corporate directory

- The corporate directory contains corporate contacts that you can access on your phone. Your system administrator sets up and maintains the directory.
- You can dial calls from your corporate directory:

Search the Corporate Directory

1. Press the **Contacts** button
2. Select **Corporate Directory**. (Use the Navigation pad and **Select** button to scroll and select.)
3. Select one or all of these search criteria to search for a co-worker:
   - First Name
   - Last Name
4. Enter the search criteria information, press the **Search** softkey, and select a contact
5. To dial, perform any of these actions:
- Press the **Dial** softkey
- Press the **Select** button

How to change the wallpaper on the phone

1. Press the **Applications** button on the phone

2. Tap the **Down Arrow** to scroll to and highlight **User Preferences**
3. In the preferences interface press the **Down Arrow** to and highlight **Wallpaper**
4. In the list of wallpapers user the arrow keys to highlight the desired wallpaper
5. Press the **Preview** button to preview the wallpaper