

Call Forwarding Remotely and Abbreviated Dial (AbbrDial)

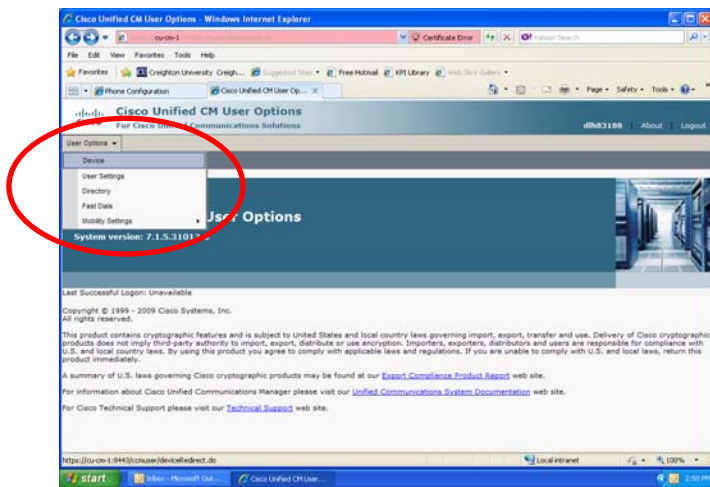
You may forward incoming calls to your voice mail or another number via the internet (for example, you could do this from home) and you can set up frequently dialed numbers with the **AbbrDial** (speed dial) feature.

Logging into the Cisco Unified CM User Options

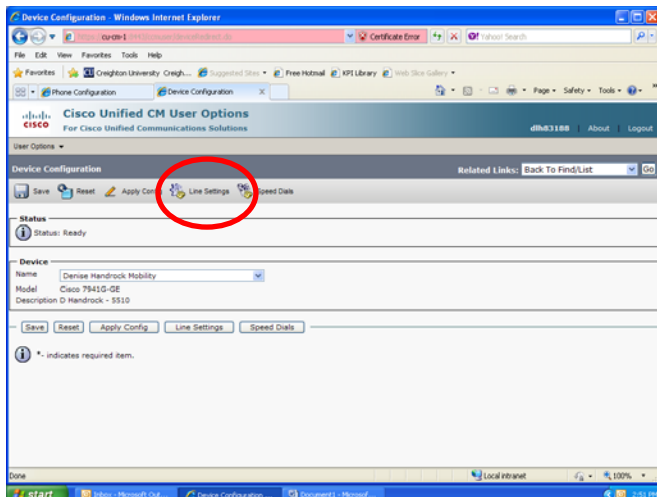
1. Go to <http://cu-cm-1/ccmuser>.
2. Log in using:
 - a. Username = NetID
 - b. Password = Blue password
3. If you are unable to log in, please contact the Service Desk for assistance.

Forwarding Calls to Voicemail or Another Number

4. Upon log in, click on the drop down arrow next to **User Options** and click **Device**:



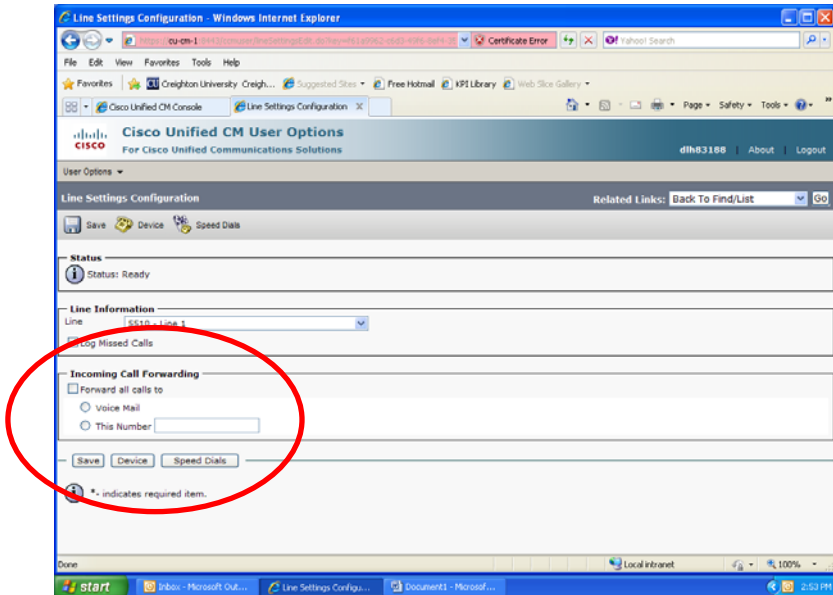
5. To configure call forwarding options, select **Line Settings**.



NOTES:



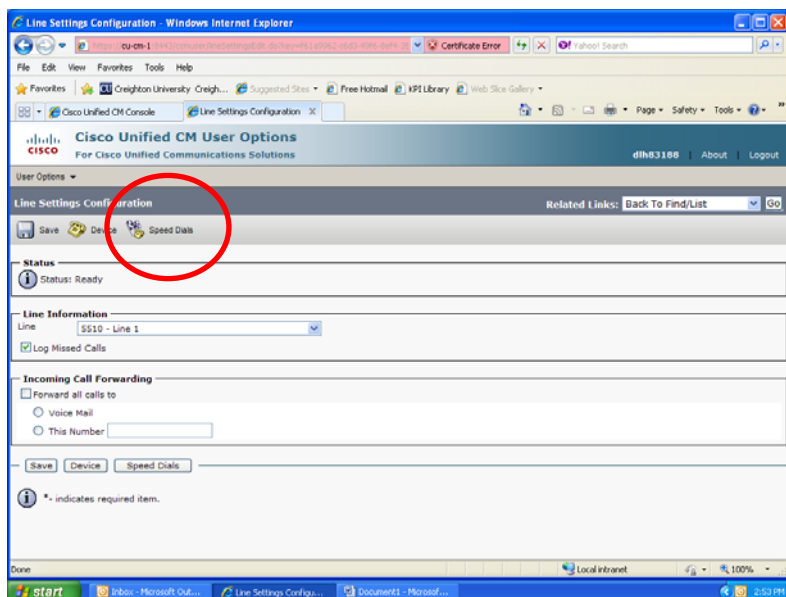
6. Check the box next to **Forward all calls to** and then select where you want calls to be forwarded. You may select either **Voice Mail** or **This Number** (*enter number to forward all calls by typing a 9, the area code, and then the seven digit number – do not use dashes or spaces*).



7. Click the **Save** button and then the **Apply Config** button.
8. Click **OK**.

Setting Up Speed Dialing

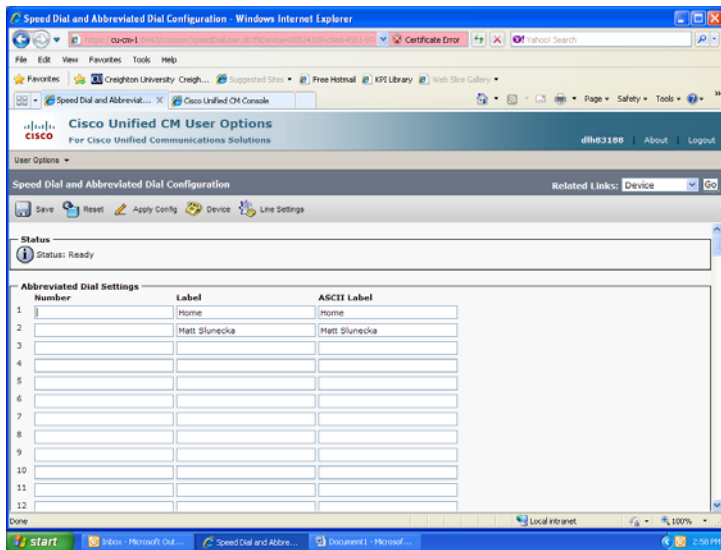
9. To set up speed dial numbers, select **Speed Dials**.



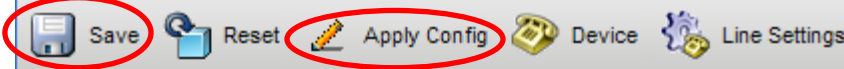
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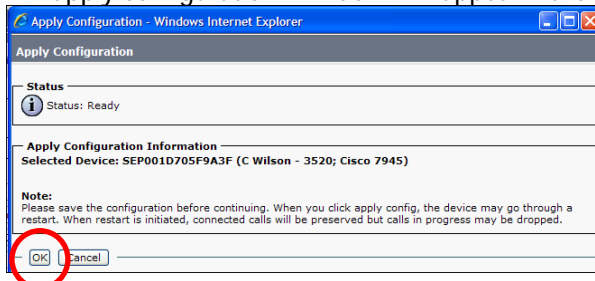
10. You will then see the following screen:



11. Enter a *phone number*. Type a 9, the area code, and then the rest of the phone number. Do not include dashes or spaces.
12. Press **Tab**. Enter a *label* for each number.
13. Press **Tab** two times to go to the next line. Enter another number and label.
14. When finished entering numbers, click the **Save** button and then the **Apply Config** button.



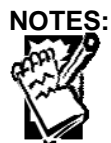
15. An "apply configuration" window will appear. Click the **OK** button.



16. Logout when you are finished.

Using Abbreviated Dialing

1. Leave the handset in the cradle.
2. Dial the *Speed Dial number*.
3. Select **AbbrDial** from the list of Soft Keys on the screen. The phone will insert the respective speed dial number and call the recipient.



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