

SETTING UP SPEED DIALS

You can speed dials from any ACC Computer. Use the following instructions.

1. Press the **Services** button on your IP phone and notice the URL listed on the screen.
2. Using your internet browser, go to that URL.
3. A login screen will appear.
4. Your username is your first initial, last name (example: jpless)
Your password is a default password of **159357**.
5. If you have trouble accessing this website or cannot login, your phone is not configured to accept speed dials. Please contact your helpdesk.
6. When you have successfully logged in:
 - Click on User Options
 - From the drop down menu, select devices.
 - Click on the speed dial button.
 - You can have up to 99 speed dials.
 - When you finish adding your speed dials, scroll all the way to the bottom and click save.
 - Your phone will take a moment and reset.
 - Print your speed dial list and log out.
 - To access your speed dials if you have a 7941 model phone:
 - On your phone, dial the speed dial number you want to call and press the AbbrDial softkey.
 - To access your speed dials if you have a 7961 model phone:
 - Up to your first four* speed dials will appear on your phone, just press the corresponding line button to access.
 - To dial speed dials 5-99, dial the speed dial number you want to call and press the AbbrDial softkey.