

Phones

How do I add Favorites or Speed Dial on my phone?

To add favorites or speed dial options to the home screen of your phone:

- Go to phones.smumn.edu and log in using your extension*
- Open the "Speed Dial" tab
- Uncheck the "Use group speed dials" option
- Click "Add Number" in the upper right
- Enter the name and four-digit extension of the person or office you would like to have on speed dial.
- Click Apply and then Click "Save and Update Phone"
- You should hear your phone beep and restart itself within 1 minute. Then, the speed dial options you added will be available on your home screen.

Phones



VOICEMAIL

MY INFORMATION

CALL FORWARDING

SPEED DIAL

SPEED DIAL

Name	Number	Subscribe to presence		
Campus Safety	1703	<input type="checkbox"/>	Delete	Down
Maintenance	1436	<input type="checkbox"/>	Delete	Up Down
Business Office	6655	<input type="checkbox"/>	Delete	Up Down
Student Central TC	4566	<input type="checkbox"/>	Delete	Up

Use Group Speed Dials

Warning: Enabling this option will delete all your existing Speed Dials and replace them with the Group Speed Dials

*If you need your username/password reset for the Phone website, please contact the HelpDesk with your SMUMN Username and your extension number.

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