With your MyAccounts username and password, you can log in to the Telephone User Options website and set up supported applications such as Speed Dials and Call Forwarding. Your username must be programmed in the database in order to control your device. To request access to this service, or if you encounter any difficulties, please contact the Division of IT Support Center at 305-348-2284 (7-2284), or fill out our online Service Request.

[Click here](https://www.example.com) to login into the Cisco IP Phone User Options web site

### Username and Password

Your username will be the same as your FIU username. For example, if your email address is johndoe@fiu.edu, then you would enter johndoe in the username text box (see Figure 1 above) and use your MyAccounts password credentials to access your device.

### Control Your Device

Once you have successfully logged in to the web site and are at the home tab, click on your device on the left side of the page and your telephone lines will appear
**Program Speed Dials**

Click the “+” icon (*Figure 3*) to add a Speed Dial Selection. Click on “Enter Number” and enter the phone number and Button Label information as you wish for it to appear on your phone.

*Figure 3 Speed Dial Modification*

**Forward Your Calls**

*Figure 4 Forwarding Calls*

From the home tab you also have the capability to forward your calls to alternate number or directly to your voice mail (*Figure 4*). Select the line to forward on the left hand side of the page. Click the checkbox just to the left of the Forward all calls on line under **General Settings** to allow you to edit the target. Click Save and all calls placed to the line will be forwarding to the phone number you entered. Be sure to call your number as a test to verify you forwarded it to the desired number.

Please note that while a line is being forwarded the telephone set will not ring.

To stop forwarding calls, clear the check box on the line that is being forwarded and click “Save” to restore your settings. Once again, place a test call to your number to verify it is ringing.