1. To access IPTEL Options Setting Log On Page

- Open the browser and enter the following link:
  
  ![Address](http://iptel.nus.edu.sg)

- Go to Customer Service, then E-Services and click on IPTel Options Setting to enter into

### IPTel Options Setting

IP phone user has the option to change his/her IPTEL options setting. These options are:

- Forward all calls to a different number
- Add/Update your Speed Dials
- Configure your IP Phone Services
- Configure your Personal Address Book

Please click here to access the IPTEL Options Setting. Log in using your Staff ID* and your IPTEL PIN.

Please remember to Log Off after you have finished changing the settings.

* For Staff ID, key in the Staff No. printed on your staff card, omitting any alphabet. For example, if the Staff No. printed on your card is "01234A", key in "01234"; if it's "012345", key in "012345".

Click click here button to enter into

### IPTel User Options Setting Log On

Please enter your Staff ID (omit the last character if it's an alphabet) and IPTEL PIN in the spaces provided below and click the Log On button to continue.

**Status: Ready**

- **Staff ID**: 
- **IPTEL PIN**: 

* indicates required field

![Log On](http://iptel.nus.edu.sg)

- In the **Staff ID** field enter your staff ID (omit the last character if it's an alphabet)

- In the **ITEL PIN** field enter your IPTEL PIN

- When you are done, click Log On button to enter into

### IPTel User Options Setting Menu

#### Welcome Andrew

Select a device or device profile to configure:

- **SEP0014F2AE66ED (Cisco 7940)**

The following options are available for SEP0014F2AE66ED (Training 1):

- **Forward** all calls to a different number
- **Add/Update your Speed Dials**
- **Configure your IP Phone Services**
- **Configure your Personal Address Book**

Click one of the options above to continue.

Log Off
2. To forward all calls to a different number

- Click **Forward all calls to a different number** to enter into Forward Your Calls

**Configure Call Forwarding on your Cisco 7940 (Training 1)**

Use this page to forward incoming calls on your phone to another extension. To forward a line, enter the phone number where you want your calls to go. To stop forwarding calls, clear the check box on the line that is being forwarded.

**Status:**
- **Forward all incoming calls on line 1 (9603) to:**
- **Voice Mail**

- **Update**
- **Return to the Menu**
- **Log Off**

- In the **Extension Number** field enter the number for internal call or include **“9”** follow by Destination Number for external call

- When you are done, click **Update** button

- Click **Return to the Menu** to get back to IPTEL User Options Setting Menu, OR

- Click **Log Off** to exit the IPTEL Options Setting Menu

3. To configure the Speed Dials

- Click **Add/Update your Speed Dials** to enter into

**Speed Dial Settings on Phone**

<table>
<thead>
<tr>
<th>Speed Dial 1</th>
<th>Display Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed Dial 2</td>
<td>Display Text</td>
</tr>
<tr>
<td>Speed Dial 3</td>
<td>Display Text</td>
</tr>
<tr>
<td>Speed Dial 4</td>
<td>Display Text</td>
</tr>
<tr>
<td>Speed Dial 5</td>
<td>Display Text</td>
</tr>
<tr>
<td>Speed Dial 6</td>
<td>Display Text</td>
</tr>
<tr>
<td>Speed Dial 7</td>
<td>Display Text</td>
</tr>
<tr>
<td>Speed Dial 8</td>
<td>Display Text</td>
</tr>
</tbody>
</table>

**Speed Dial Settings not associated with a phone button**

<table>
<thead>
<tr>
<th>Speed Dial 1</th>
<th>Display Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed Dial 2</td>
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<td>Display Text</td>
</tr>
<tr>
<td>Speed Dial 8</td>
<td>Display Text</td>
</tr>
</tbody>
</table>

- In the **Speed Dial 1** field enter the phone number for internal call or include **“9”** follow by Destination Number for external call

- In the **Display Text** field enter the Phone User's Information

- You can enter the entry for up to maximum of 99 records

- When you are done, click **Update** button

- Click **Return to the Menu** to get back to IPTEL User Options Setting Menu, OR

- Click **Log Off** to exit the IPTEL Options Setting Menu
4. To place a Speed Dial call

- Refer to item 3, to configure a speed dial number to a button
- To place a call by pressing the button

5. To place a Abbreviated dialing

- Refer to item 3, to configure a speed dial number
- Do not go off-hook
- To place a call by entering an assigned index code (1 – 99) on your phone key pad that associated with User’s information
- Press the AbbrDial soft key to dial the “Destination Number”

Note: Abbreviated Dialing is not supported on IP Communicator version 1.1(3)

6. To subscribe IP Phone Services

- Click Configure your IP Phone Services to enter into Subscribe/Unsubscribe IP Phone Services

Use this page to subscribe, unsubscribe and update IP Phone Services. To subscribe to a Service, select the service below and click Continue. To update (or unsubscribe from) a Service to which you are already subscribed, click on the name of the service under Your Subscribed Services.

Status: Ready

Your Subscribed Service

New Subscription

Book

Available Services (for subscription)

Service Description

Select a Service from the list above to continue

Continue

Return to the Menu

Log Off

Available Services (for new subscription)

--- Not Selected ---

and select services from the drop down menu. For example,

RSS - Message Of The Day

When you are done, click Continue button

When you are done, click Subscribe button

Click Return to the Menu to get back to IPTEL User Options Setting Menu, OR

Click Log Off to exit the IPTEL Options Setting Menu
7. To unsubscribe IP Phone Services

- Click Configure your IP Phone Services to enter into Subscribe/Unsubscribe IP Phone Services

Use this page to subscribe, unsubscribe and update IP Phone Services. To subscribe to a Service, select the service below and click Continue. To update (or unsubscribe from) a Service to which you are already subscribed, click on the name of the service under your subscribed services.

Status: Update completed successfully; you are now subscribed to "RSS - Message Of The Day"

- Select the service that you want to unsubscribe, click Unsubscribe button
- Click OK button to confirm
- Click Return to the Menu to get back to IPTEL User Options Setting Menu, OR
- Click Log Off to exit the IPTEL Options Setting Menu

8. To configure Personal Address Book

- Click Configure your Personal Address Book to enter into Find/List Address Book Entries

Find and list users using the following options:

- Last Name
- First Name
- Nickname
- Find
- Clear

Show 10 Items per page

Return to the Menu
Log Off

- Click Add a New Entry to enter into Address Book Entry

Add a New Address Book Entry

Use this page to add, modify, or delete an individual Address Book entry.

- First Name
- Last Name
- Nickname
- E-mail
- Home Phone
- Work Phone
- Mobile Phone

* indicates required item

Insert

- Enter the User's information. When you are done, click button
- To add subsequent entry, click Add a New Entry again
- When you are done all the entry, Click Return to the Menu to get back to IPTEL User Options Setting Menu, OR
- Click Log Off to exit the IPTEL Options Setting Menu
9. To delete entries from Personal Address Book

- Click Configure your **Personal Address Book** to enter into Find/List Address Book Entries

Find and list users using the following options:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click **Find** button

- Check ✔ the entry you want to delete and click **Delete Selected** button

- When a message pop-up as below:

```
Microsoft Internet Explorer

You are about to delete 1 selected entries(s). This action cannot be undone.
Continue?
```

- Click **OK** button to confirm

- Click **Return to the Menu** to get back to IPTEL User Options Setting Menu, OR

- Click **Log Off** to exit the IPTEL Options Setting Menu

**Note:**

- A valid Staff ID and IPTel PIN must be entered when you subscribed to Personal Address Book.

- If you have changed your IPTel PIN, please remember to change your IPTel PIN under the Personal Address Book subscription page.