

Configuring Speed Dial Numbers using the Self Care Portal

1. Access the Self-Care Portal here: <https://svt01cmp001.hcs.vermont.gov/ucmuser/>
2. Login using the username and password provided (Default password is P@ssw0rd!)
3. On the left column, select Phone Settings
4. Select Speed Dial Numbers
5. Select Add New Speed Dial Number
6. Complete the pop up form
 - a. Number/URI should be the intended Agency Number
 - b. Label should be a name or description
 - c. Speed Dial can be any number between 1 and 199
7. Select OK
8. Repeat as necessary to add as many speed dial numbers as necessary
9. Upon completion, turn the device off and on again