

This time-saving feature allows users to define Speed Dial options for specific numbers using short two (2) digit codes (00-99) prefixed by the # sign. Certain Speed Dial 2-digit code combinations will conflict with some Feature Access (Star) Codes. All of the Star Codes are listed within the setting dialogs to assist the user.

## Feature Settings

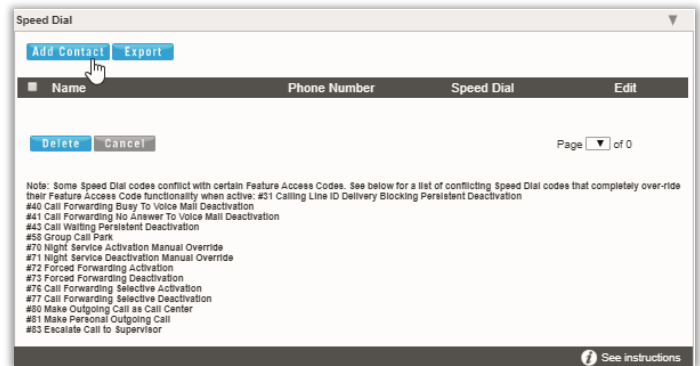
1. Sign into the **Voice Services Portal** website.
2. Go to Settings or Click on the [View All Features](#) link in the Basic Features card on the Dashboard.
3. Click on the View/Edit drop-down arrow adjacent to **Speed Dial** to begin.

### Add a Speed Dial Contact

1. Click on **Add Contact**.
2. Enter First Name and Last Name.
3. Enter at least one (1) Phone Number (10 digits, no spaces or special characters) in the appropriate field (Home, Work, Mobile)
4. Primary Phone: Select the type from the drop-down menu (Home, Work, or Mobile)
5. Select from the available (unused) list of Speed Dial Codes using the drop-down menu (00-99).(Check Star Codes for conflicts)
6. Click the **Save** button to submit the new Speed Dial Code and close the **Edit** view.

### Edit a Speed Dial Contact

1. Click **Edit** next to a Speed Dial Contact in the list.
2. Make changes to name, numbers, primary assignment, or code, as needed.
3. Click the **Save** button to submit the change and close the view.



### Delete a Speed Dial Contact

1. Click within the checkbox  in the first column to select an item in the list.
2. Click on the **Delete** button below.

### OR

1. Click the **Edit** link next to a Speed Dial Contact to open its Criteria dialog.
2. Click the **Delete** button.
3. Click the  Exit icon to return to the **Edit** view.
4. Click **Save** to submit the changes and return to **Settings**.

### Export Speed Dial Contact List

Click on the **Export** button to automatically download a .csv format report containing the current list of Speed Dial contacts which can be saved to a local folder or printed, as desired.

## Contact Directory

The Contact Directory card on the dashboard also allows users to create and edit personal phone contacts with the option to select a speed dial for a contact, as well.

1. Click on the **Add Contact** button in the Contact Directory card.
2. Enter or edit the Name and Phone Number.
3. Click within the **Yes** option for Enable Speed Dial.
4. Select an option from the **Speed Dial** drop-down.
5. Click **Save** to submit the new information and update the contact list in the Dashboard and on the device (Common Directory).

## Enable/Use Star Codes on the Device

- \*74 = 8 Speed Dials
- \*75 = 100 Speed Dials