

This feature allows users to define multiple Speed Dial options for specified 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 during setup within the Cloud Services Portal.

Please note: Phone devices often offer easy ways for users to set up Speed Dials via the phone's Line Keys and Settings.

Feature Settings

1. Sign into the **Voice Services Portal** website.
2. Go to User 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.

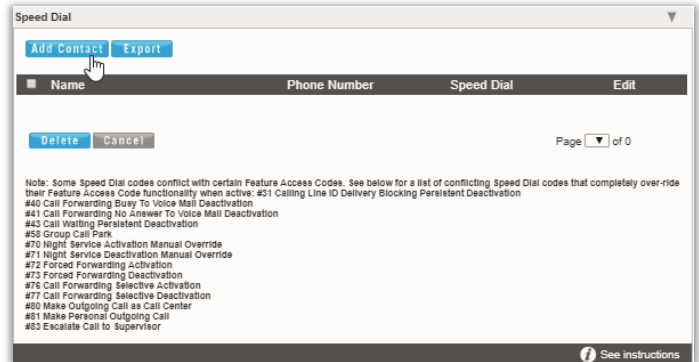
Edit a Speed Dial Contact

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.

Contact Directory

Where available, 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 the 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).



Delete a Speed Dial Contact

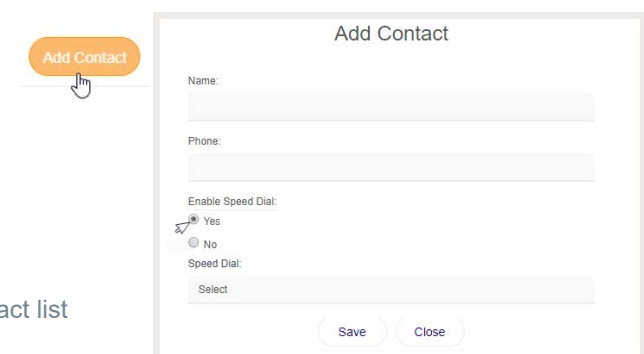
1. Click within the checkbox in the first column to select an item in the list.
2. Click on the **Delete** button below.

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 while working in Speed Dial 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.



Enable/Use Star Codes on the Device

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