SPEED DIAL

MOMENTUM

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.

Please note: *Phones often offer a quick way 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)
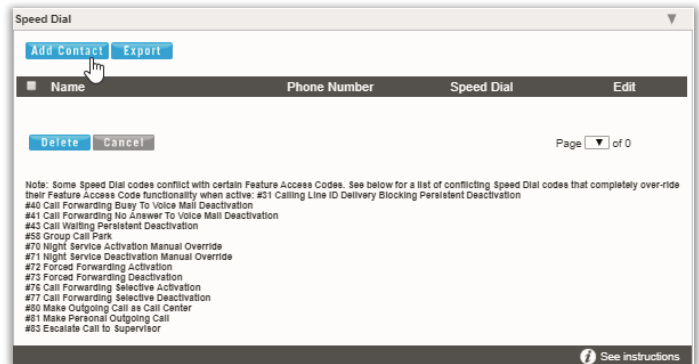6. Click the Save button to submit the new Speed Dial Code and close the *Edit* view.

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.
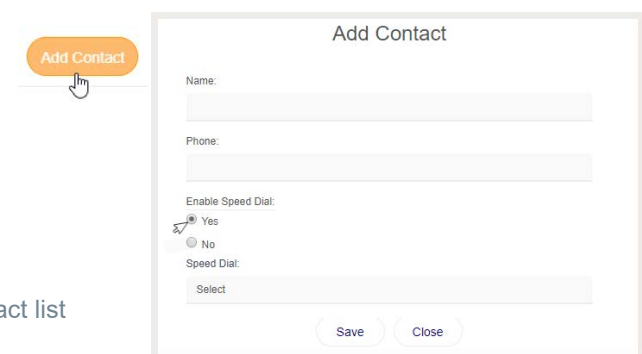
Delete a Speed Dial Contact

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.

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).

Enable/Use Star Codes on the Device

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