

Speed Dial 100

Speed Dial 100 allows you to set up to 100 speed dial numbers that can be called with the push of a few buttons. Once programmed, all you need to do is dial “#” plus the two-digit prefix assigned to a phone number/extension, and then press # again to expedite dialing.

There are two ways to program Speed Dial 100 numbers:

1. Program using the Advanced Configuration Portal (User level)
2. Program using your phone

1. Program Speed Dial 100 using the Advanced Configuration Portal

Once you have logged in to the Advanced Voice Configuration portal (User level), to add speed dials:

Step 1: Go to **Outgoing Calls** in the left menu.

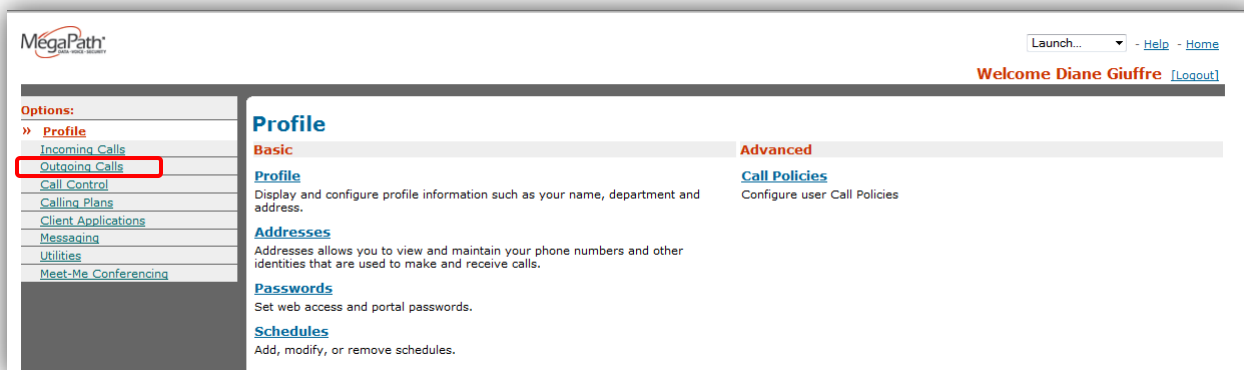


Figure 1 User Profile page

Step 2: Select Speed Dial 100.

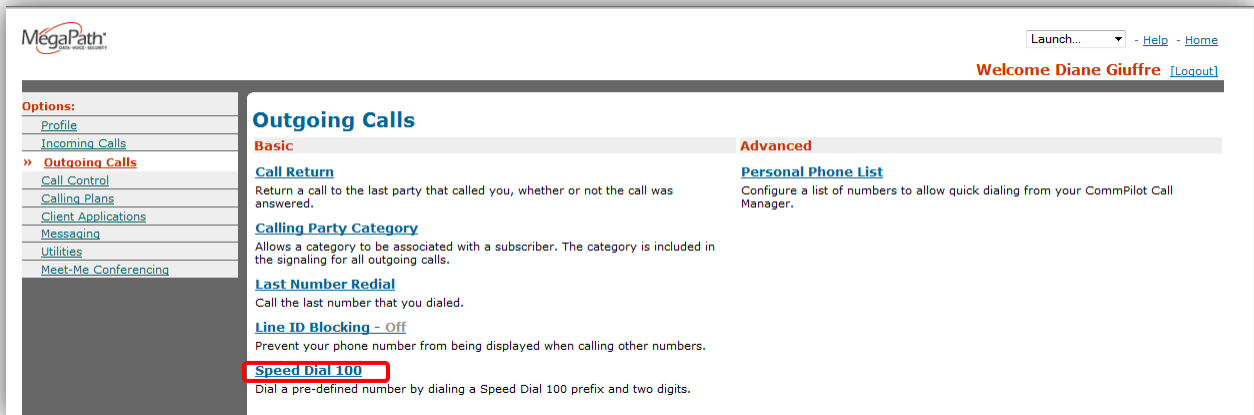


Figure 2 Outgoing Calls page

Step 3: Select Add to add a phone number/extension and assign a speed dial prefix to it.

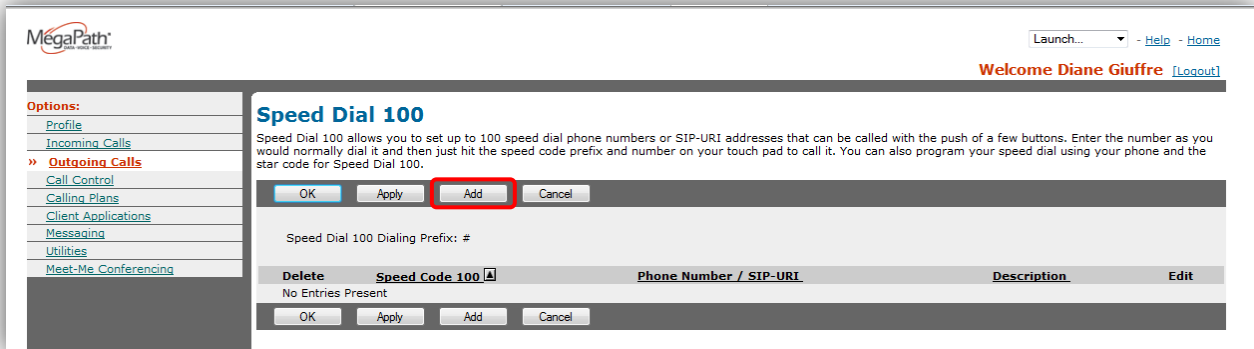


Figure 3 Speed Dial 100 page

Step 4: Create your Speed Dial 100 entry by choosing a speed dial prefix from the dropdown, add a description and phone number or extension to assign to the speed dial prefix and then select **OK** to save your changes. Repeat as necessary to create up to 100 speed dials.

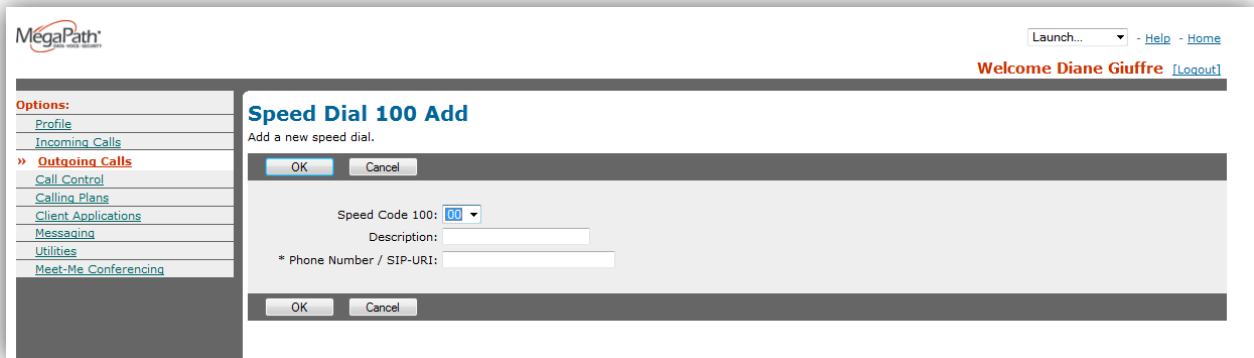


Figure 4 Speed Dial Add page

Once your speed dial list is completed, you can edit your list at any time by selecting **Edit** next to the entry that you wish to modify. To delete a speed dial, check the box in front of the entry you wish to delete.

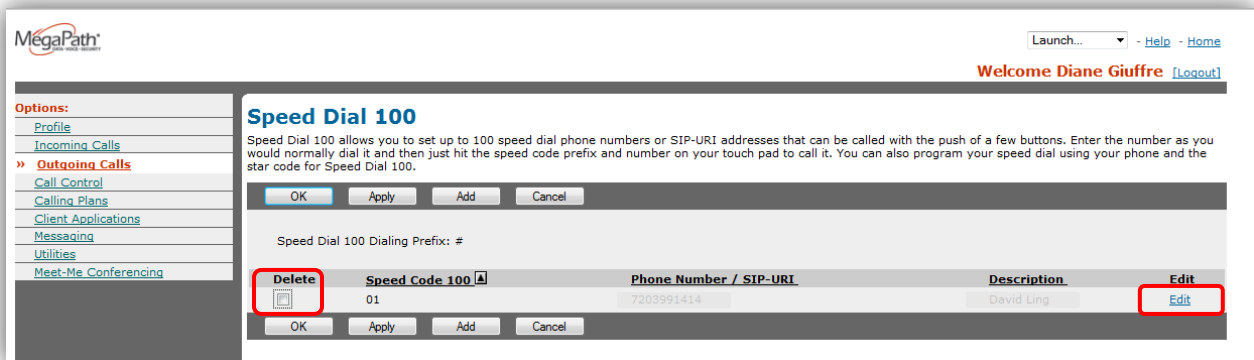


Figure 5 Speed Dial 100 page



2. Program Speed Dial 100 by phone

Use these instructions to program your Speed Dial 100 numbers using your phone.

To program:

1. Lift telephone handset. Press the assigned Feature Access Code *75.
2. At the dial tone, enter the two-digit code (00 through 99) that will represent the phone number you want to program, followed by the phone number or extension.
3. Press the # key.

The speed number is programmed.

To Use:

1. Lift telephone handset.
2. Enter “#” followed by the two-digit Speed Dial 100 code. Press “#” after the two-digit code to expedite dialing.