

## 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.

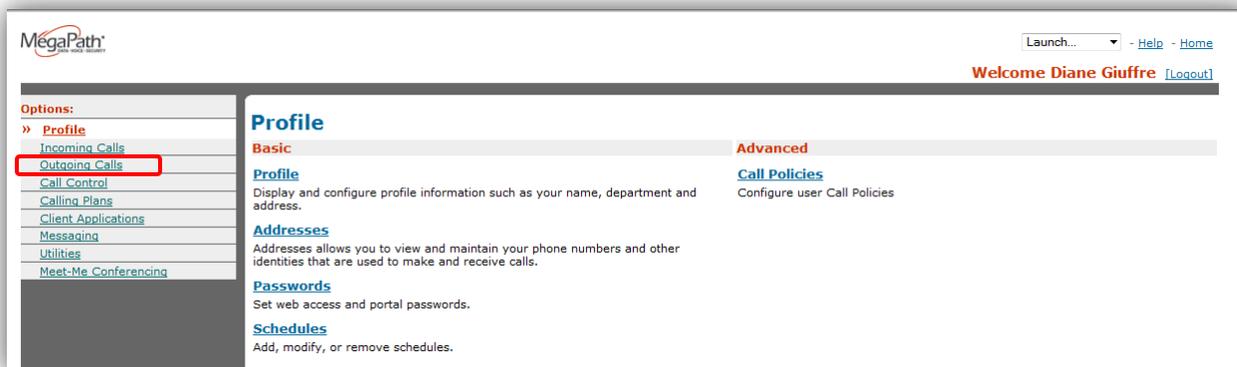


Figure 1 User Profile page

**Step 2: Select Speed Dial 100.**

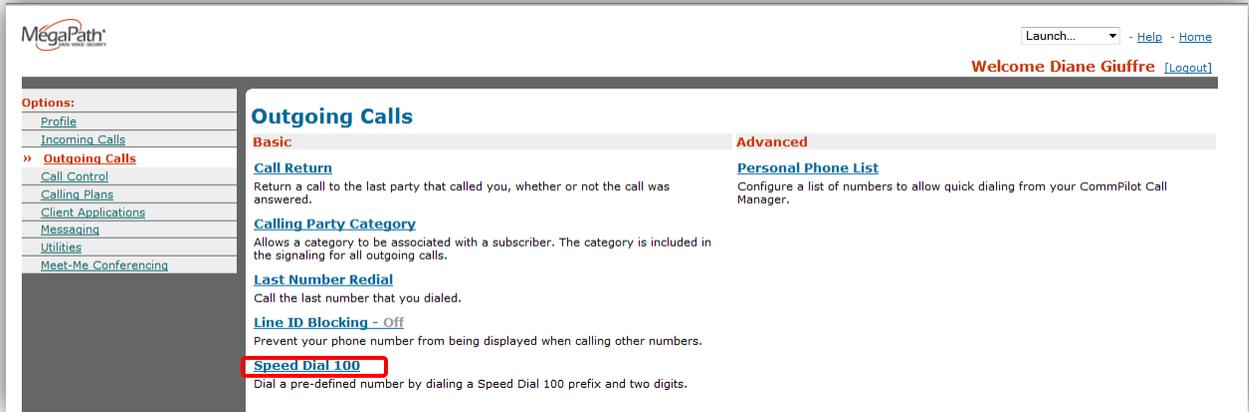


Figure 2 Outgoing Calls page

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

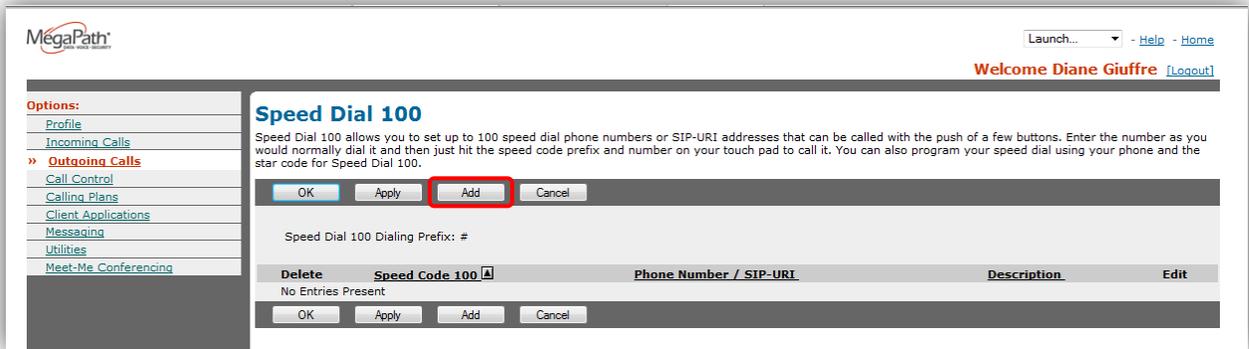


Figure 3 Speed Dial 100 page

**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.

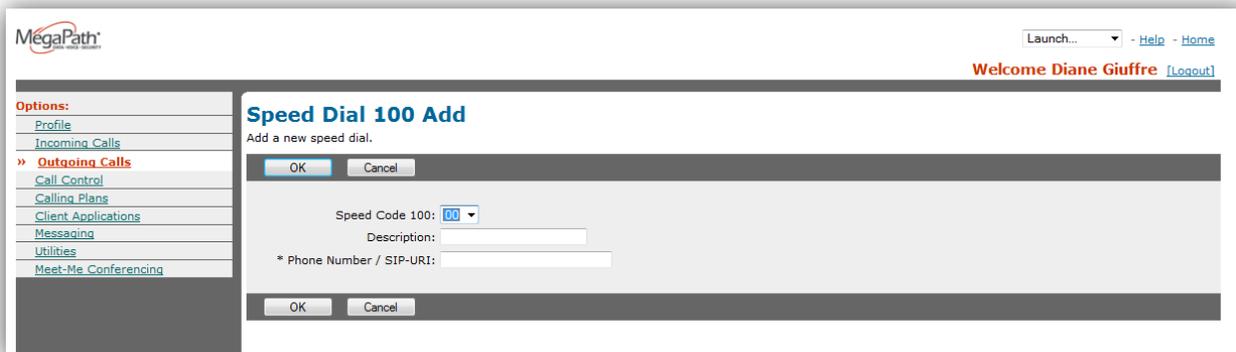


Figure 4 Speed Dial Add page

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.

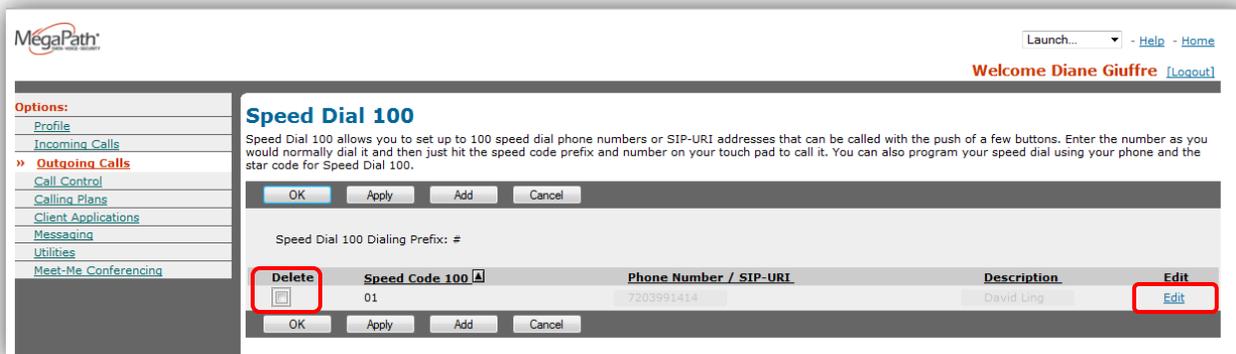


Figure 5 Speed Dial 100 page



## 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.