



How to set Speed Dial

15 Steps

Created by

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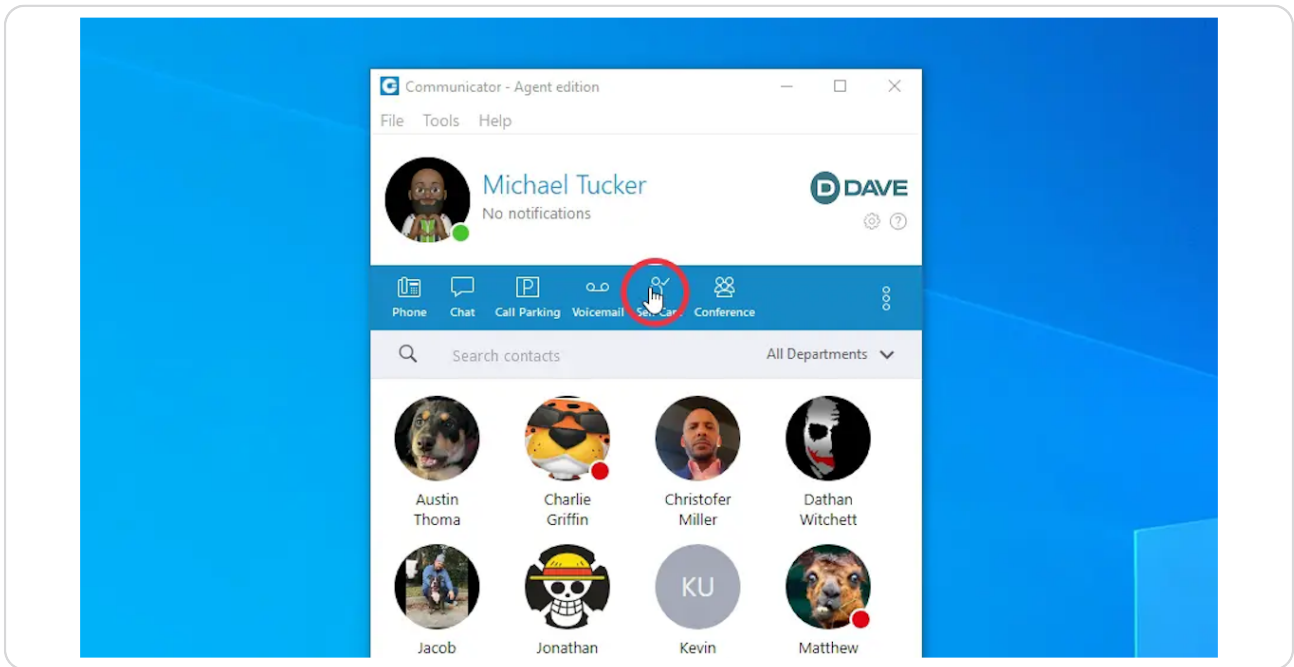
Last Updated

January 19, 2023



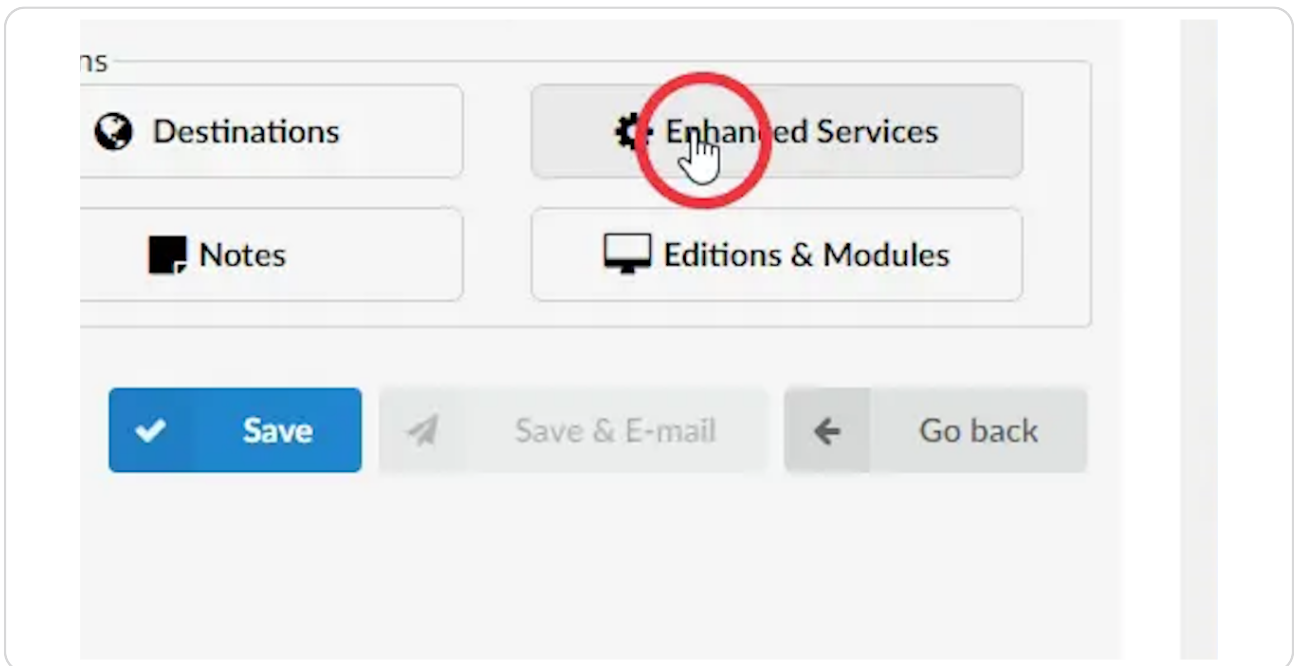
STEP 1

Click Self Care



STEP 2









Click Enhanced Services



STEP 3

Click on the pencil icon


Please note star code *130

★ Follow Me	*520/521	✕	✓	
★ Group Hunt	*510/511	✕	✓	
★ Mobile Numbers		✕	✓	
★ Speakerphone Page	*399/400	✕	✓	
★ Speakerphone Page Groups	*600	✕	✓	
★ Directory / BLF List		✕	✓	
★ Speed Dial	*130	✕	✓	
★ Instant Recording	*159	✕	✓	


STEP 4



Click on the + Icon

Dial

Upload  Download CSV Template

Speed Dial name	Destination
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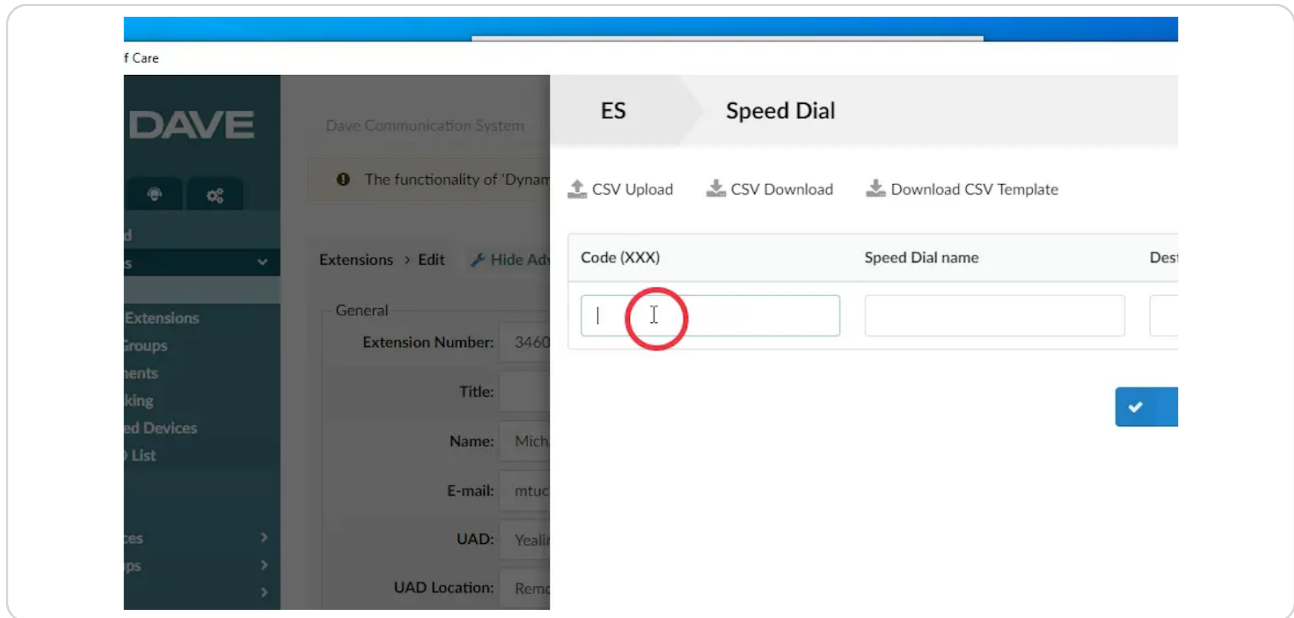


 Save  All enhanced services

STEP 5

Click in the Code Box

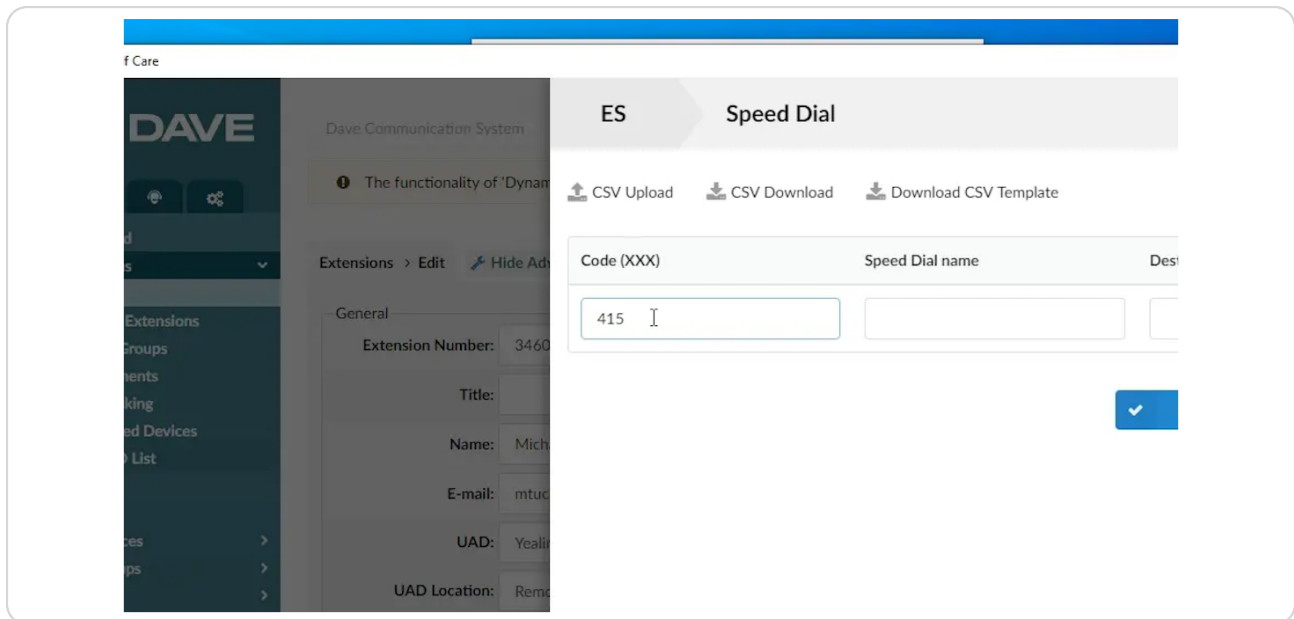
This is where you will input a 3 digit code for your speed dial



STEP 6

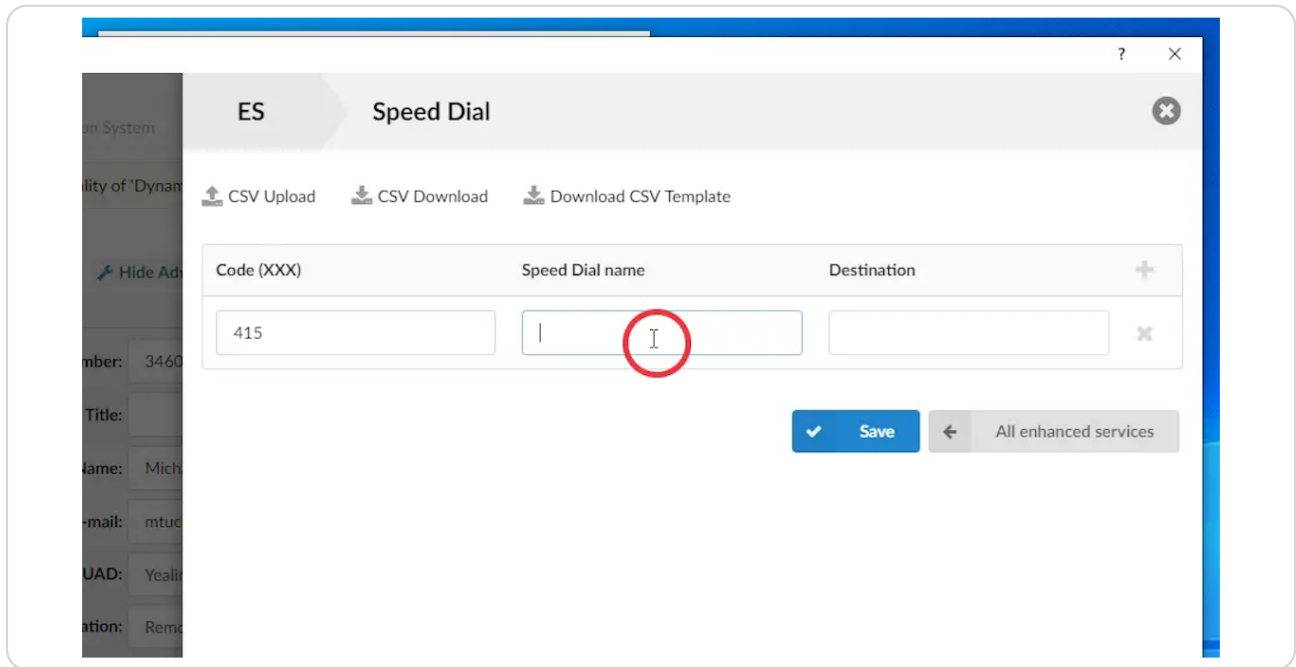
Speed Dial Code Example

Should be a 3 digit number that you can remember for contact.



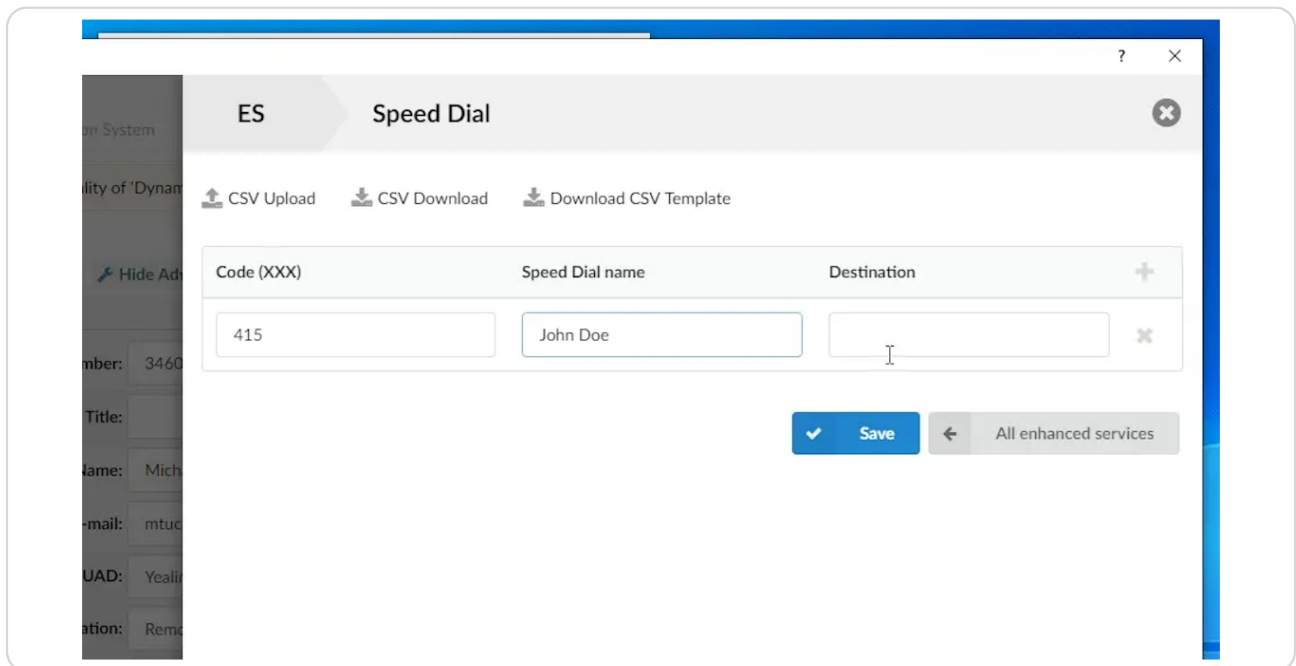
STEP 7

Name your speed dial



STEP 8

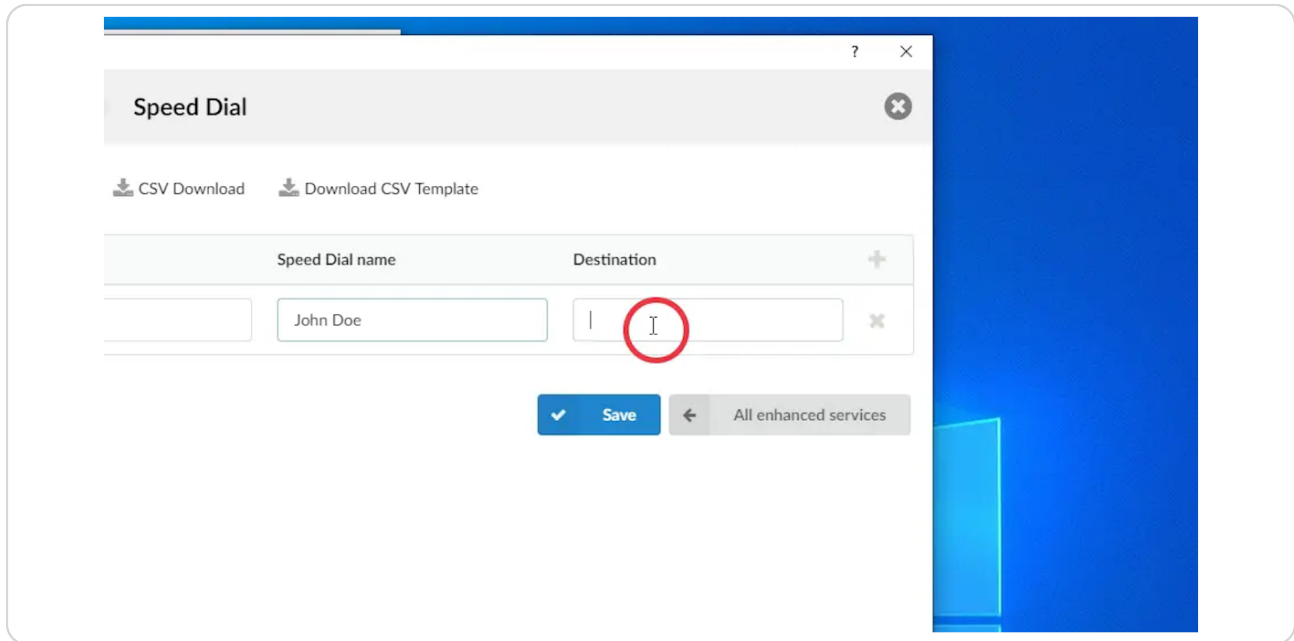
John Doe for our example



STEP 9

Select the destination of the speed dial

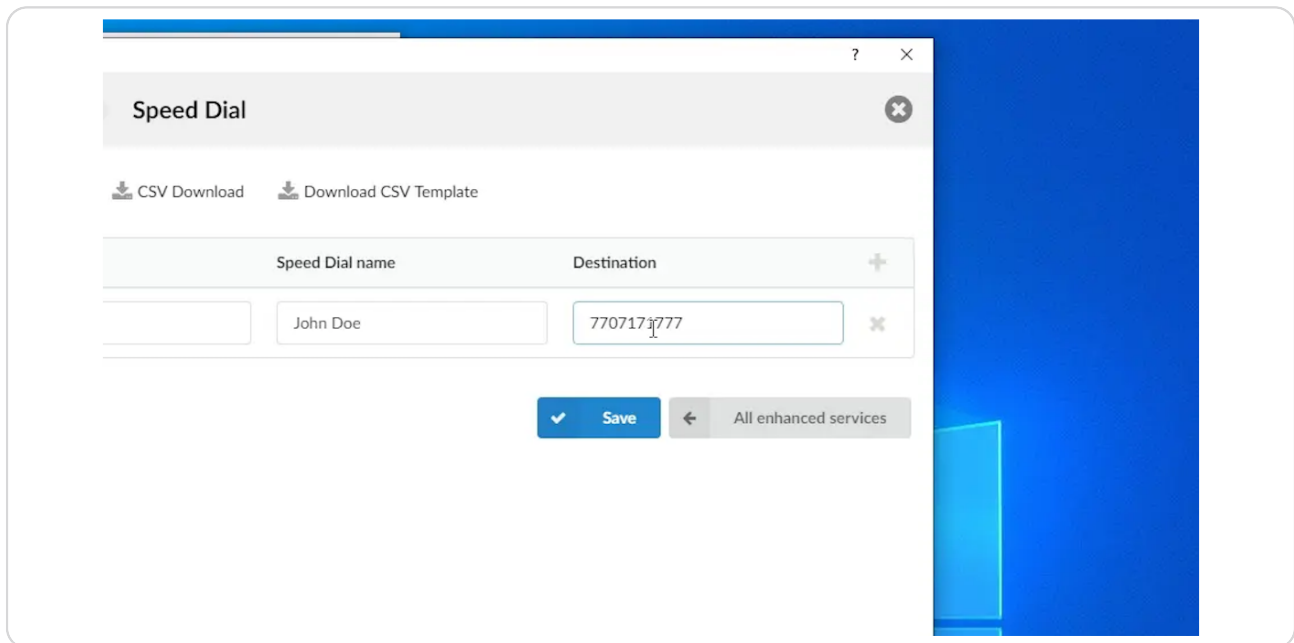
This should be a 10-digit number that the code will refer to



The screenshot shows a 'Speed Dial' configuration window. At the top, there are links for 'CSV Download' and 'Download CSV Template'. Below these is a table with two columns: 'Speed Dial name' and 'Destination'. The 'Speed Dial name' column contains the text 'John Doe'. The 'Destination' column is currently empty, with a cursor and a red circle highlighting the input area. At the bottom of the window, there is a blue 'Save' button with a checkmark icon and a grey button labeled 'All enhanced services' with a left-pointing arrow.

STEP 10

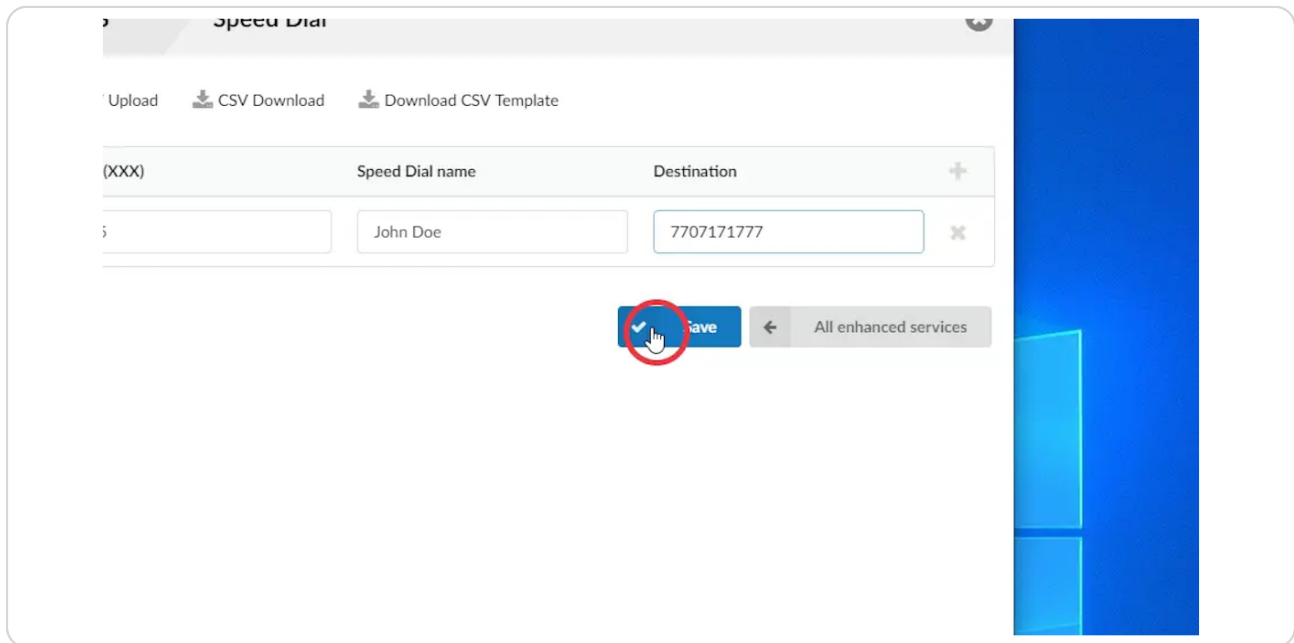
Our example is 7707171777



This screenshot is identical to the previous one, but the 'Destination' field in the table is now filled with the 10-digit number '7707171777'. The rest of the interface, including the 'Save' button and the 'All enhanced services' button, remains the same.

STEP 11

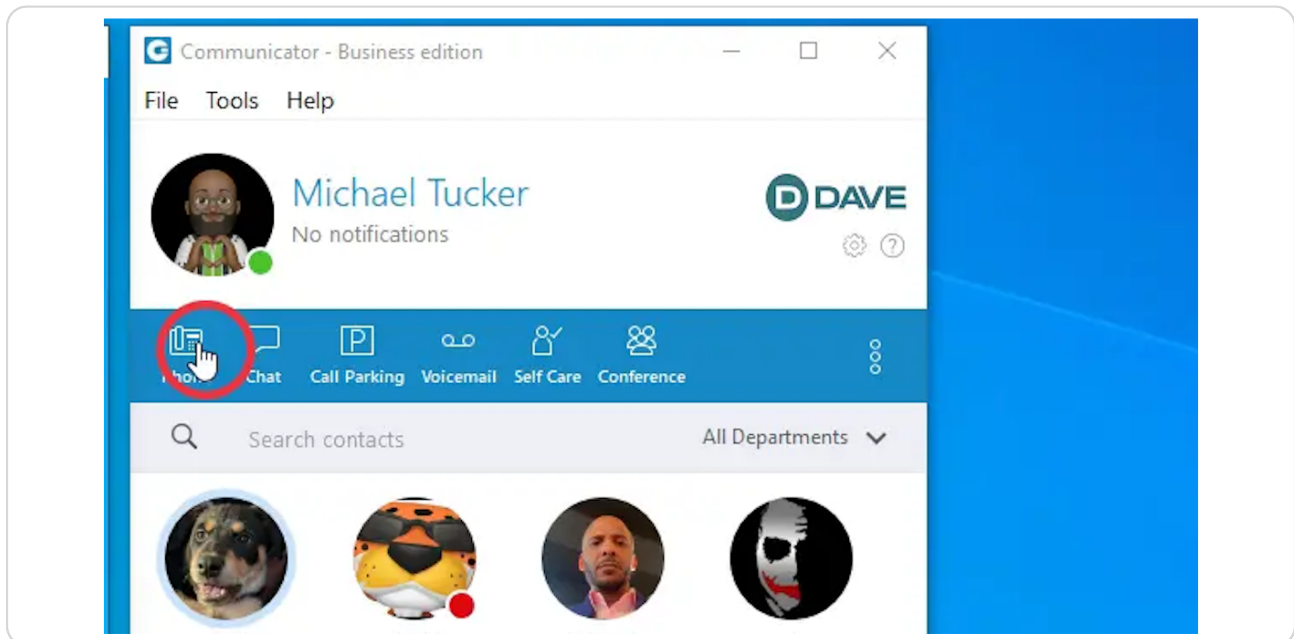
Click Save



STEP 12

Open Communicator and Click on the Phone Icon

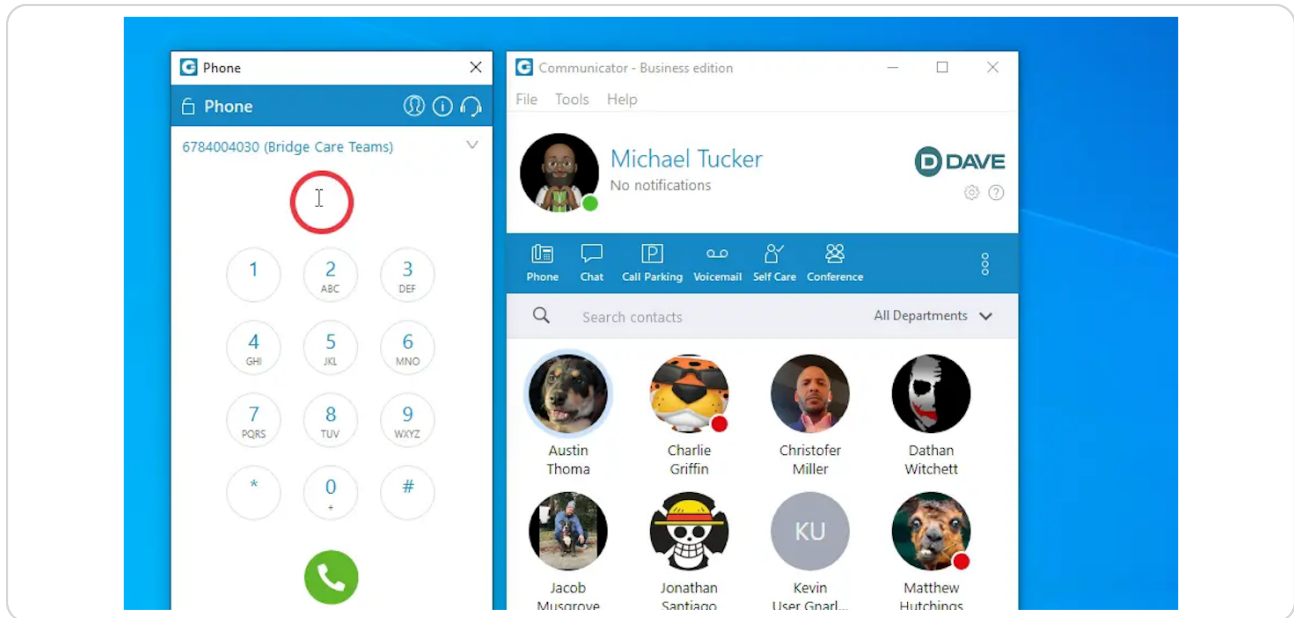
You can also call the speed dial from your desk phone.



STEP 13

Enter the ***130+** speed dial code that you entered.

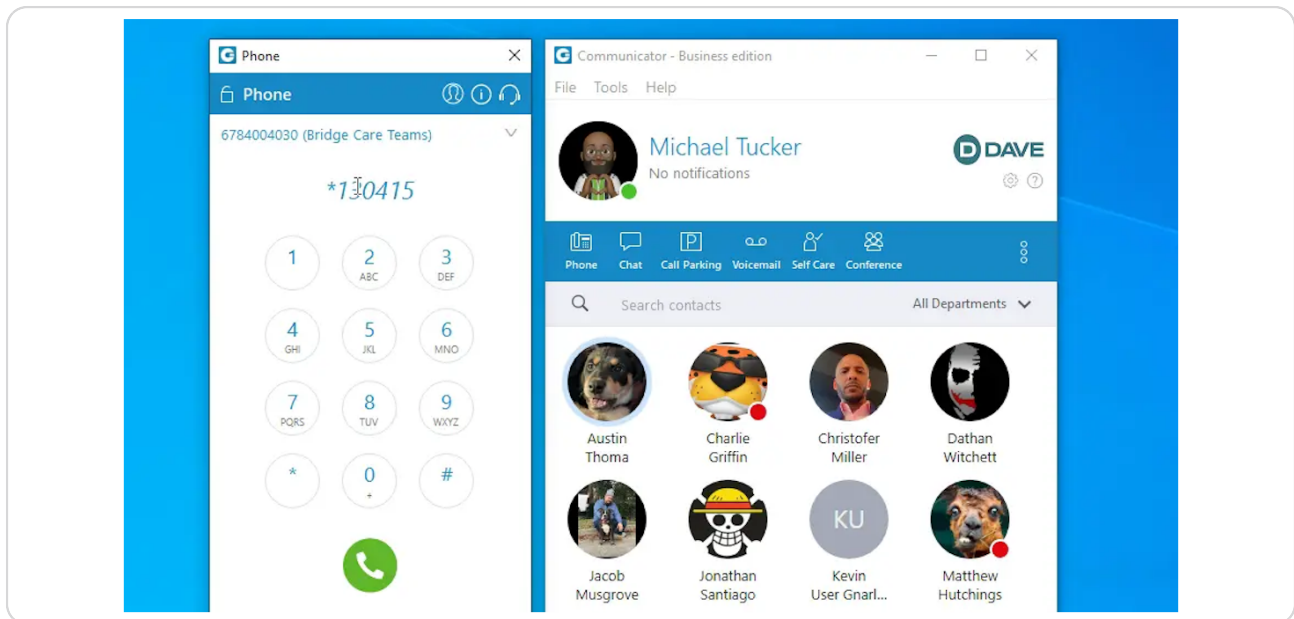
*130 is the speed dial code



STEP 14

To put it all together, we will input ***130415**

415 is the code we used for our speed dial



STEP 15

Click the Call button or enter

