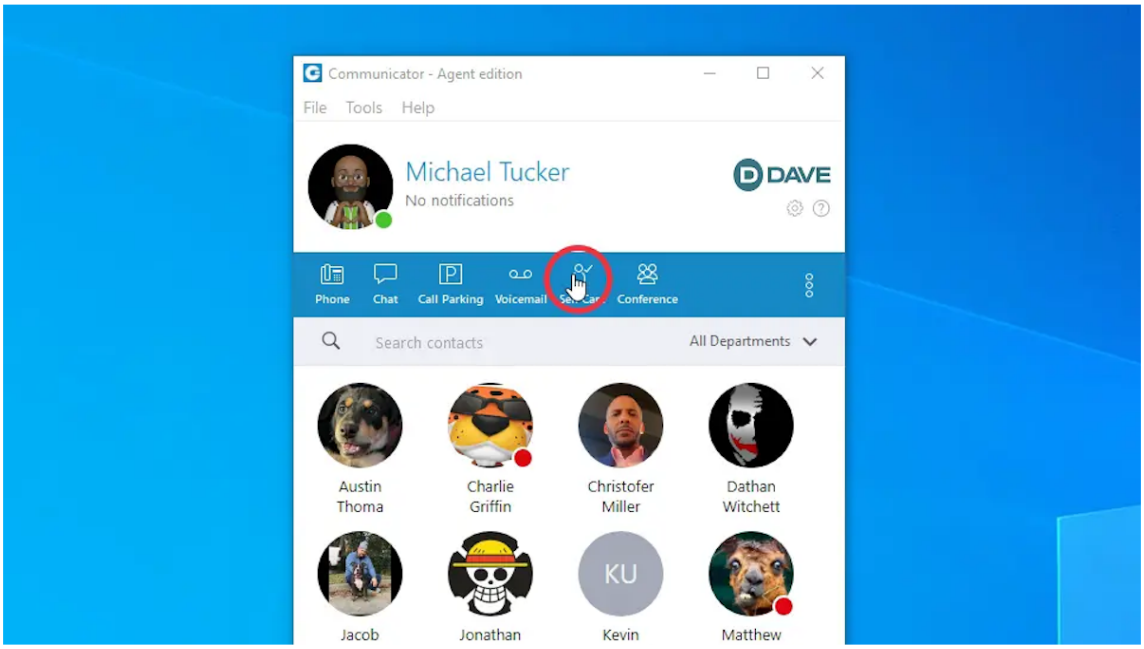
How to set Speed Dial

15 Steps

Created by	Creation Date	Last Updated
Bridge CARE Team	January 19, 2023	January 19, 2023

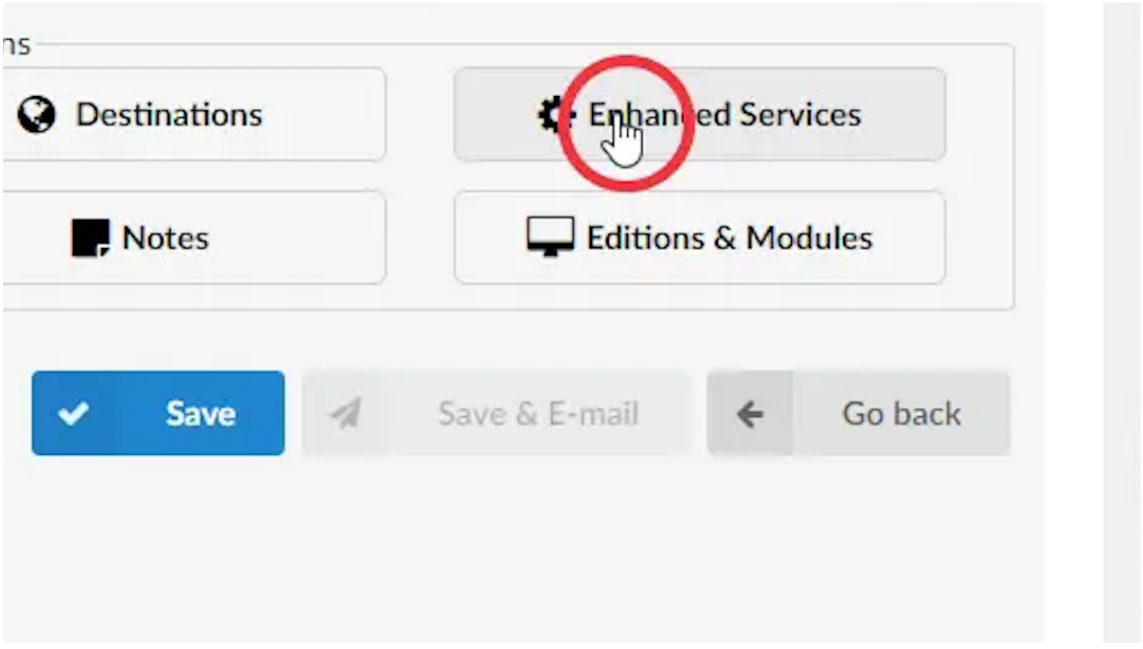
STEP 1

Click Self Care



STEP 2

Click Enhanced Services



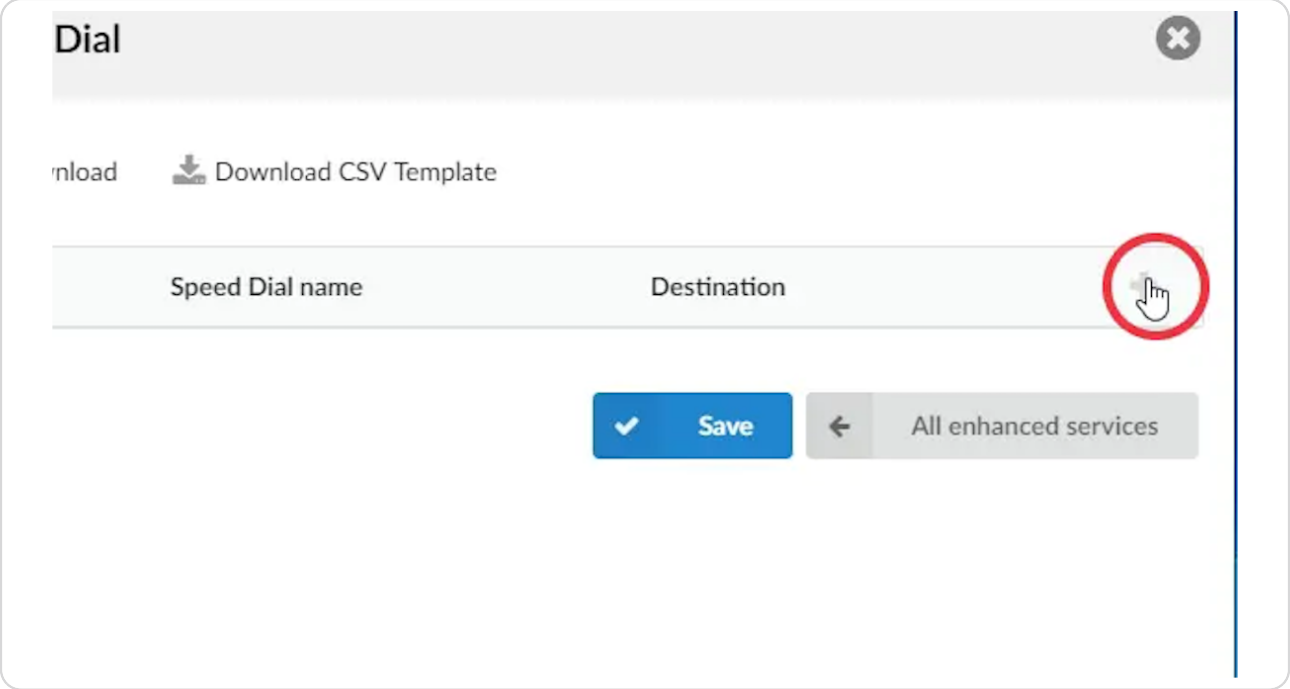
STEP 3

Click on the pencil icon

Please note star code **130*

STEP 4

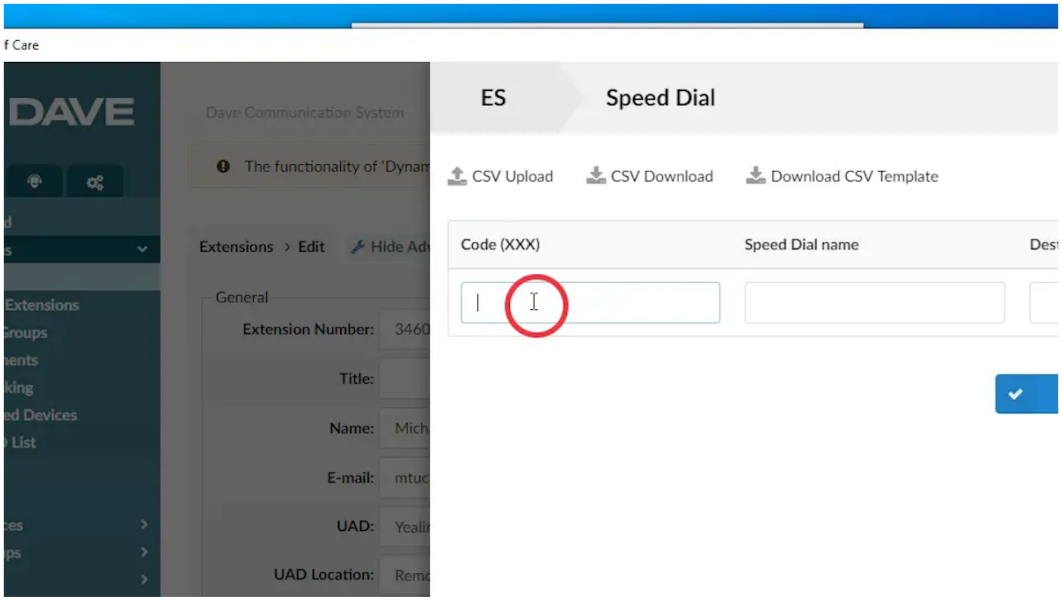
Click on the + Icon



STEP 5

Click in the Code Box

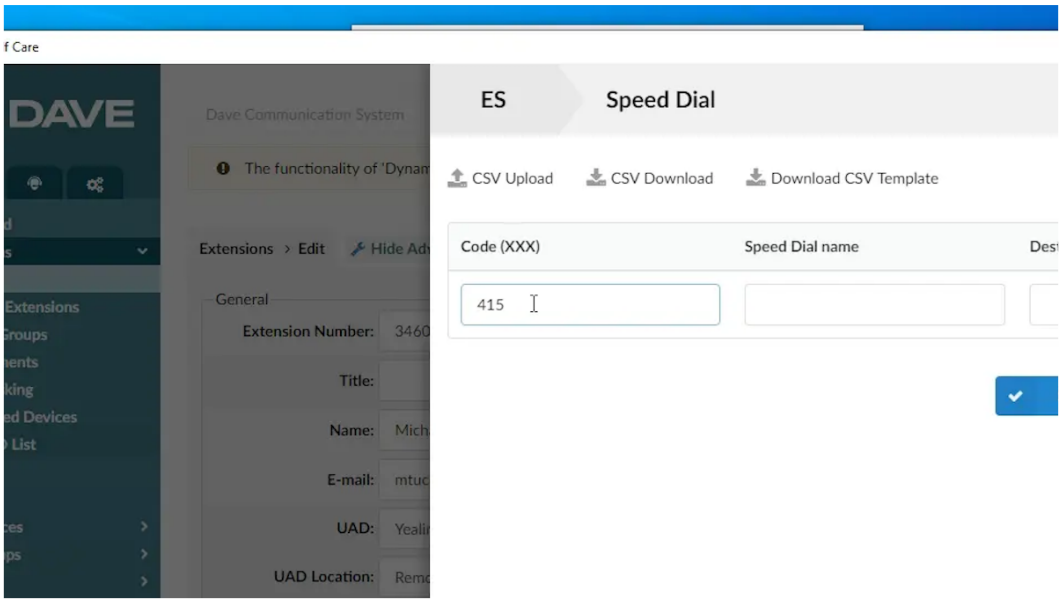
This is where you will input a 3 digit code for your speed dial



STEP 6

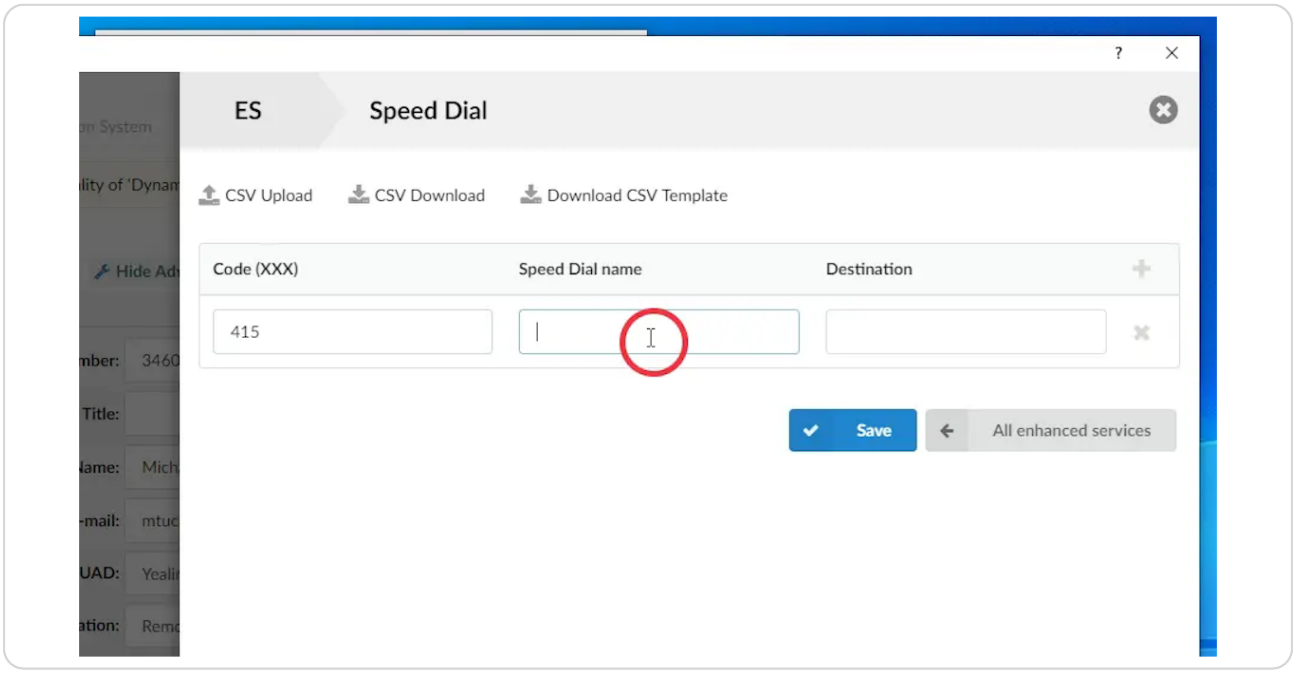
Speed Dial Code Example

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



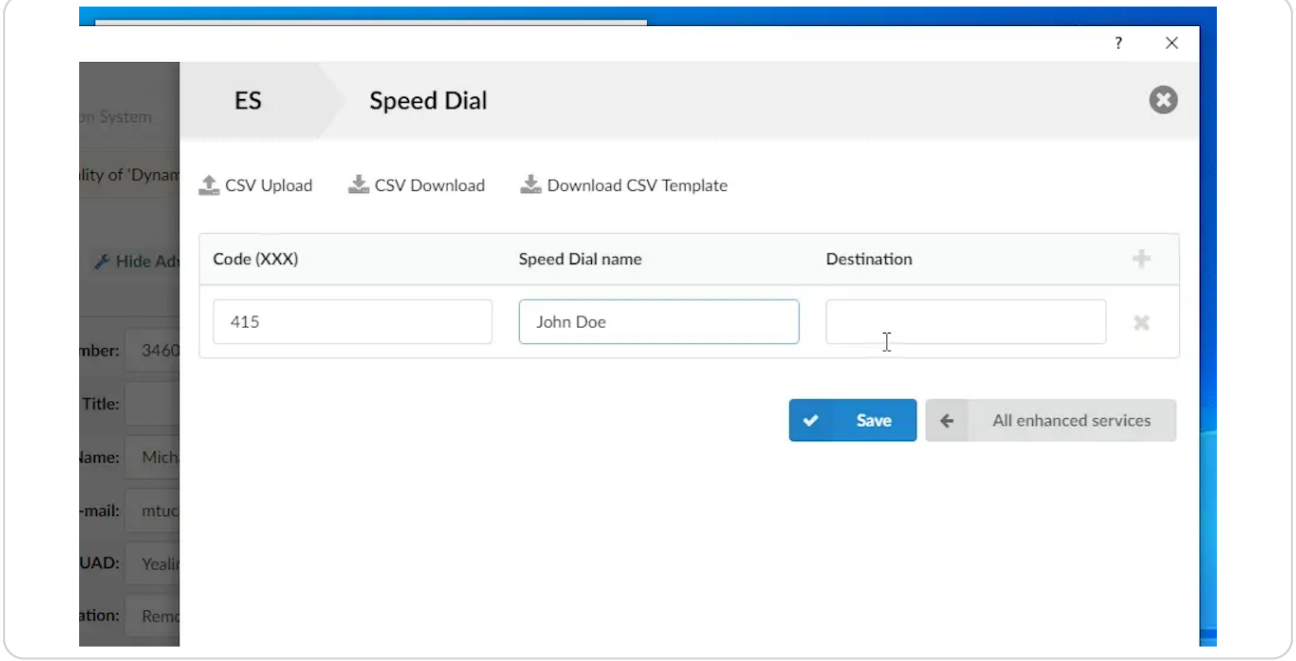
STEP 7

Name your speed dial



STEP 8

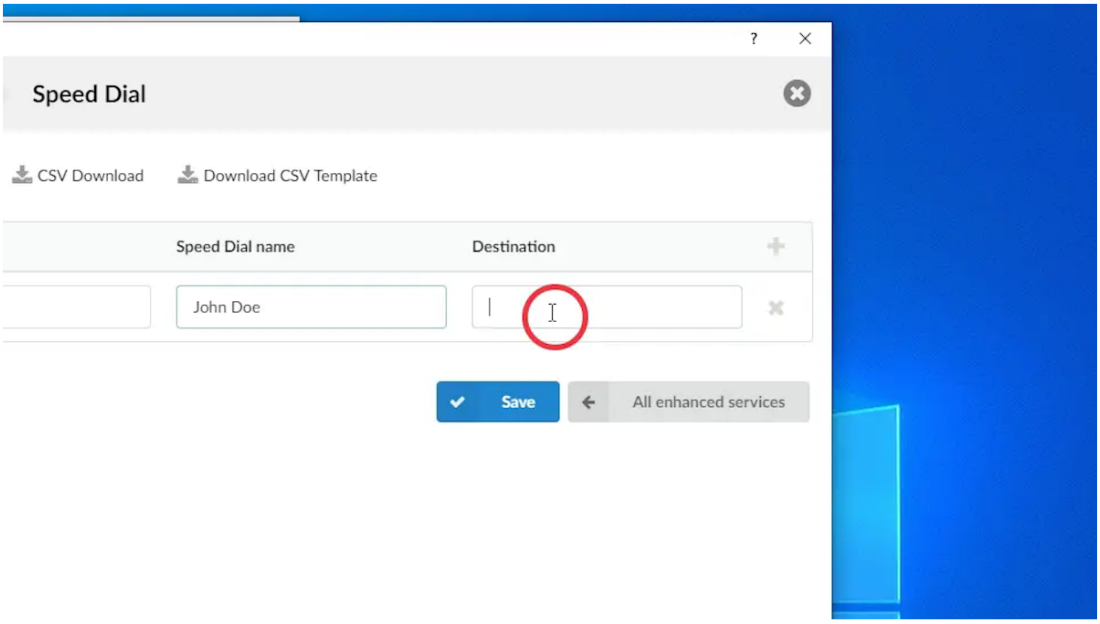
John Doe for our example



STEP 9

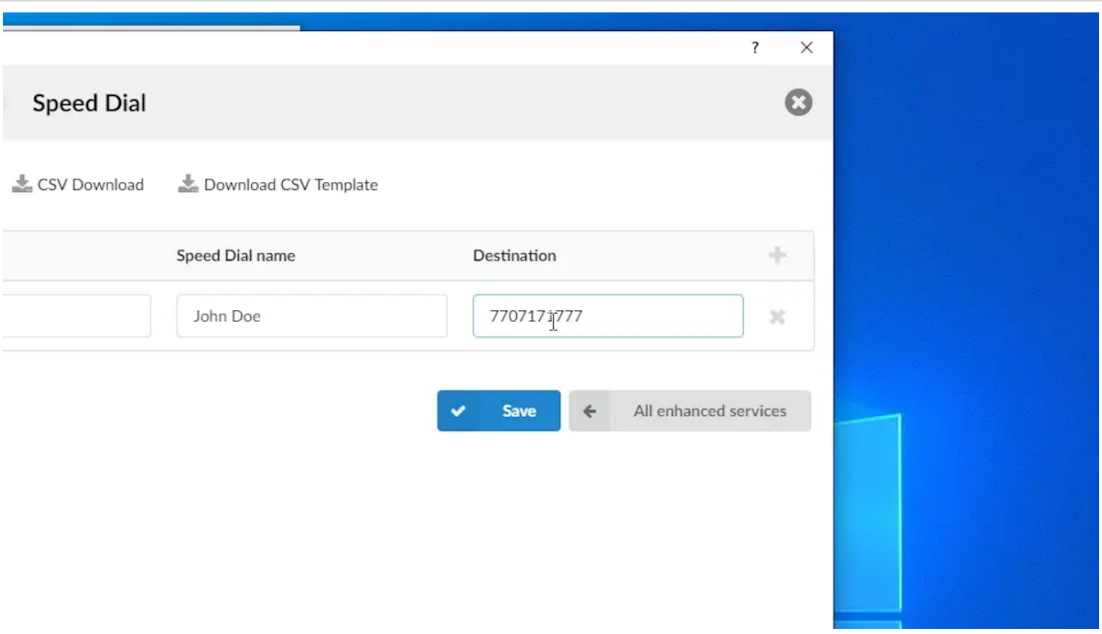
Select the destination of the speed dial

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



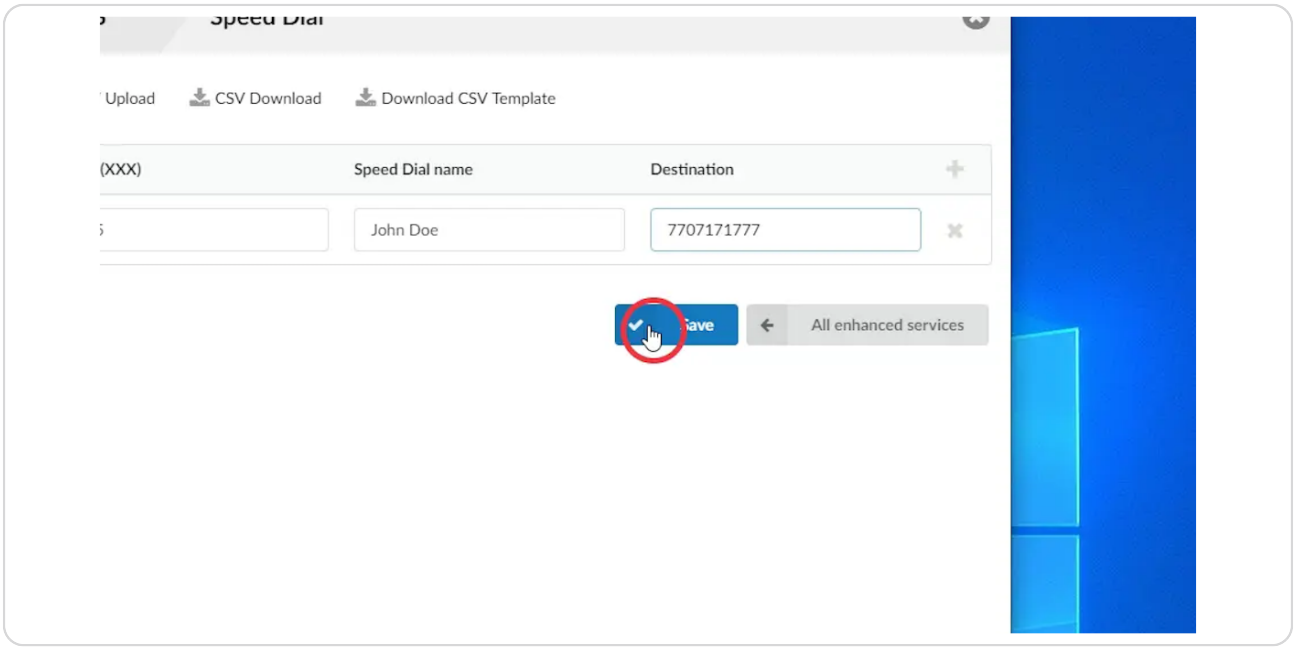
STEP 10

Our example is 7707171777



STEP 11

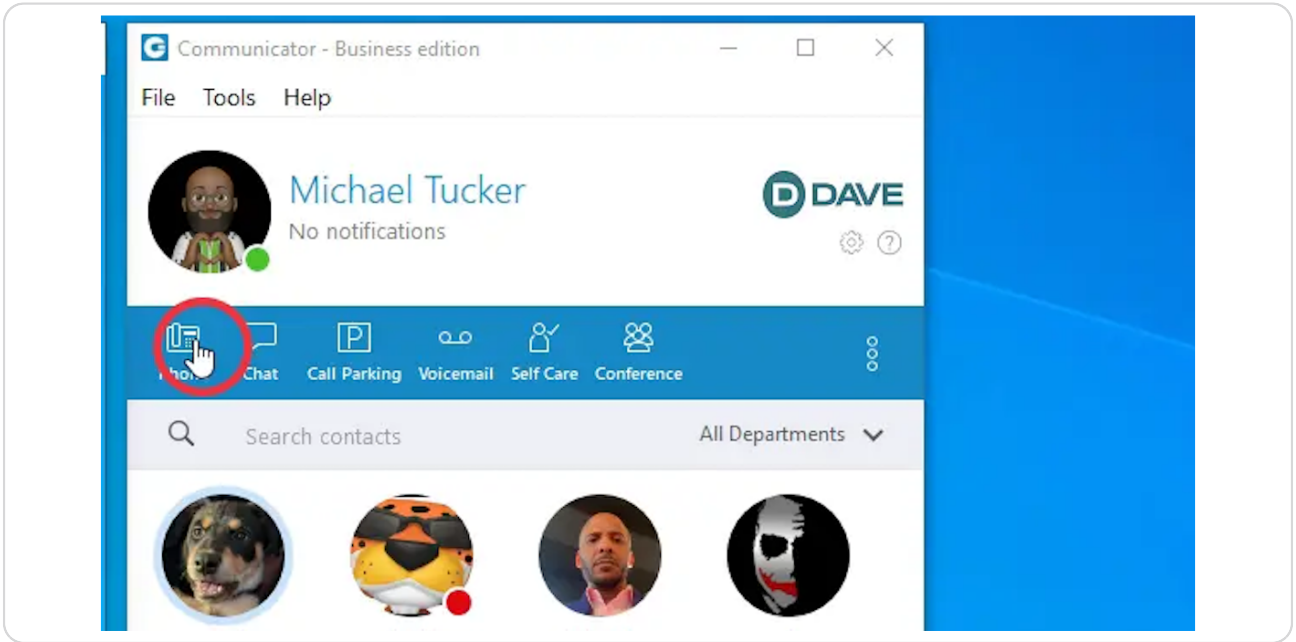
Click Save



STEP 12

Open Communicator and Click on the Phone Icon

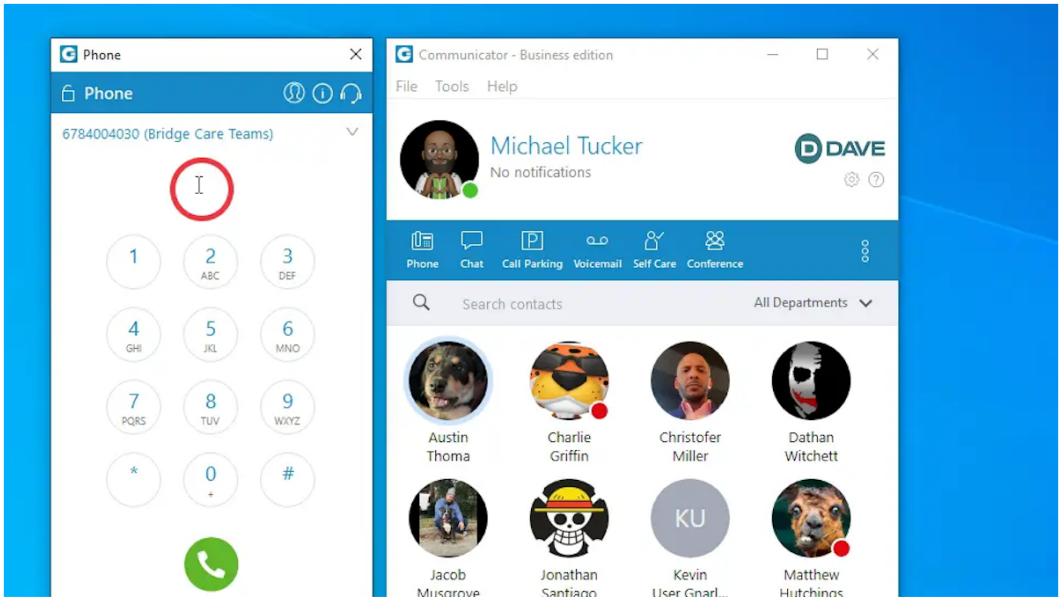
You can also call the speed dial from your desk phone.



STEP 13

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

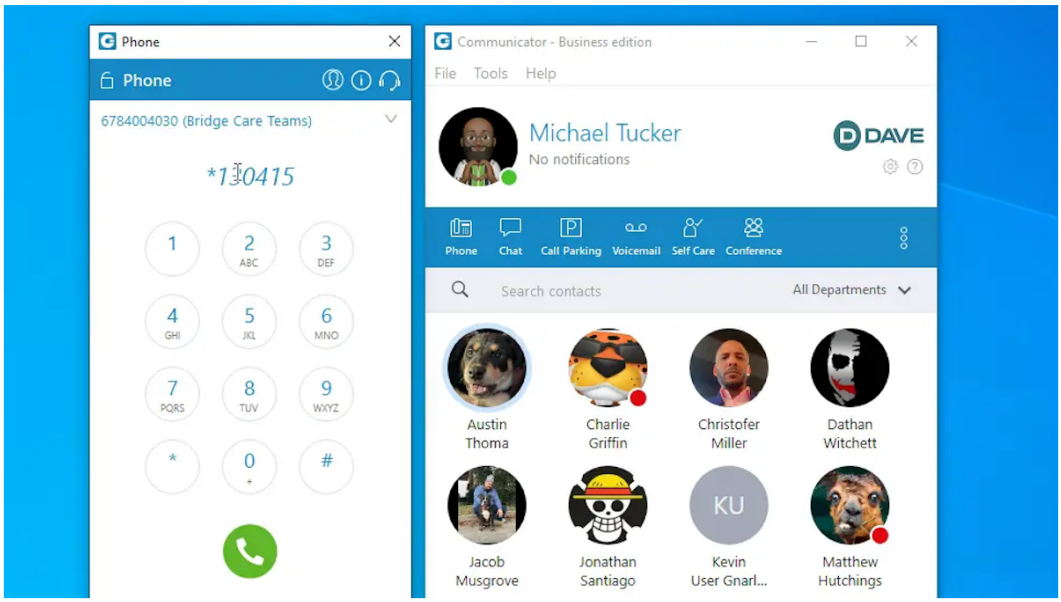
*130 is the speed dial code

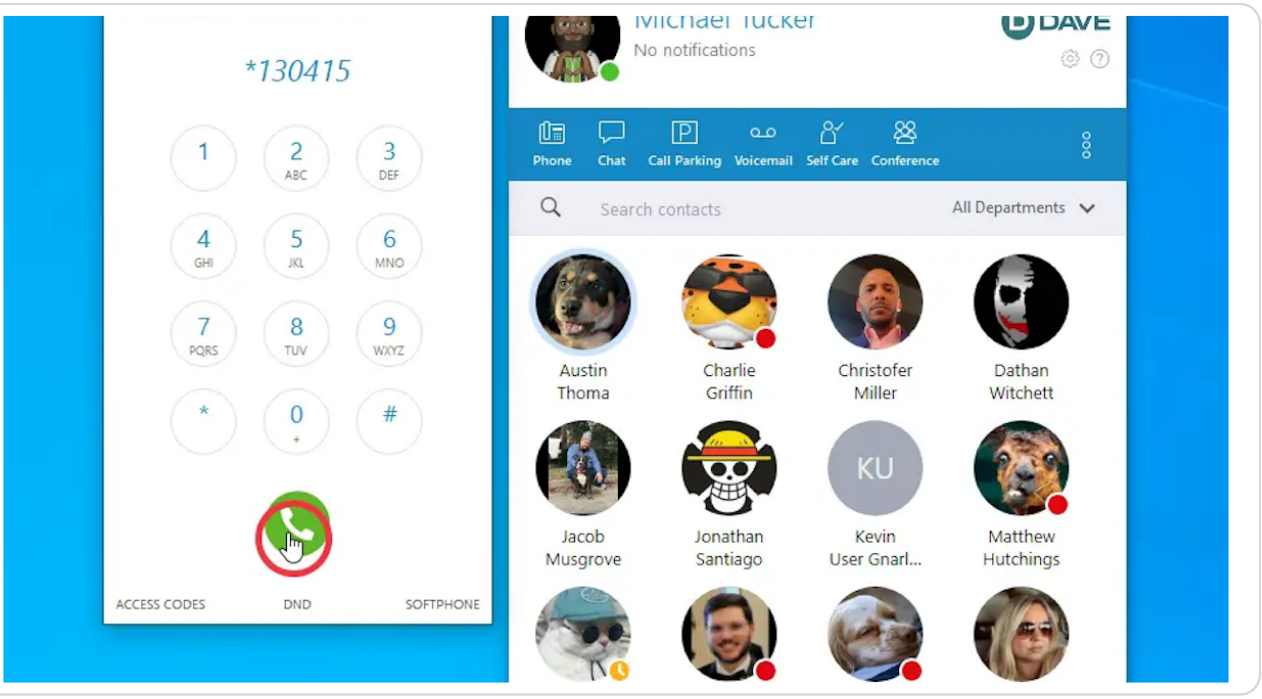


STEP 14

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