

Feature Description

Speed Dial offers two options that allow making calls using speed codes. Speed Dial 8 provides single-digit dialing for up to eight (8) frequently called phone numbers and is available with the VoiceManager Office package. Speed Dial 100 provides two-digit dialing for up to 100 frequently called phone numbers and is available with the VoiceManager Anywhere package and IP Centrex service.

Solution

Save time wasted looking up names and phone numbers! VoiceManager can create customized lists of one or two-digit codes to call the most frequently dialed numbers.

Setup

Speed Dial Rules

Speed Dial OFF

Speed Dial offers two options that allow you to make calls using speed codes: Speed Dial 8 and Speed Dial 100. Speed Dial 8 lets you create up to eight one-digit speed codes, while Speed Dial 100 allows you to create up to 100 two-digit speed codes. To turn on this feature, at least one Speed Dial rule must exist.

You can add, edit or delete a Speed Dial rule.

Speed Dial Rules

Listing 0 Speed Dial Rules

| Prefix | Speed Code | Phone Number | Description | Manage |
|--------|------------|--------------|-------------|-------------------------------------|
| | | | | Add Speed Dial Rule |

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Add/Edit Speed Dial Rule

You can add or edit a Speed Dial Rule. Specify a speed code, phone number and description.

* = Required

Speed Code: 3

* Phone Number:

* Description:

[Cancel](#) [Save](#)

Speed Dial Rules

Listing 1 Speed Dial Rules

| Prefix | Speed Code | Phone Number | Description | Manage |
|--------|------------|--------------|-------------|---|
| None | 2 | 555-555-5555 | Marketing | Edit Delete |

[Add Speed Dial Rule](#) [Back](#)

To turn on the *Speed Dial* feature, at least one *Speed Dial Rule* must exist.

1. Log in to **VoiceManager MyAccount**.
2. Click the **VoiceManager Tools** menu in the left navigation bar.
3. Click the **Call Settings** tab .
4. Under the **Dial / Redial** heading, click the **Speed Dial** link.
5. Click the **Add Speed Dial Rule** link.
6. Click the **Speed Code** drop-down menu to assign a code to a **Phone Number**.
7. Enter the **Phone Number** to attach to the **Speed Code**.
8. Enter a name in the **Description** field for the speed dial party.
9. Click the **Save** button.
10. Click the **Edit** or **Delete** link to modify an existing rule.

Result: A message indicates the **Speed Dial Rule** was added, edited, or deleted. *Speed Dial numbers may be accessed using a code or the VoiceManager Toolbar.*