# **Voice**Manager

## Setting Up...

## Speed Dial

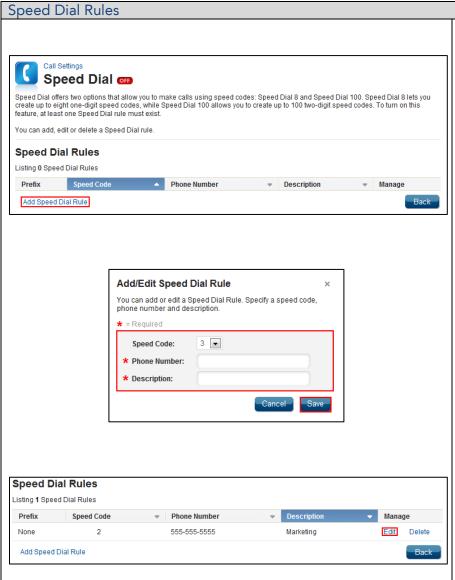
### Feature Description

**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



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

- Log in to VoiceManager MyAccount.
- 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.
- Click the Speed Code drop-down menu to assign a code to a Phone Number.
- 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.

