

# Speed Dial 8

Allows a User to dial another telephone number by simply dialling a single digit.

Please note, this feature relies on a User remembering the telephone number that they have to dial. However on the 02 March 2018 we launched phone customisation options in the Business Portal which will allow users, using one of our VDM phone profiles, to add speed dials to their IP phones front screen. Please refer to the Business Portal End User Guide for guidance on how to configure and add these speed dials.

## Function

Users are able to use the Business Portal to program an assigned single digit (2 through 9) speed dial code to store commonly called numbers. To call the stored number the user simply dial a single digit (2 – 9).

## Configuration/Operation

In the Business Portal select the User and navigate to:

- Employees > Features > Contacts > Speed Dial 8



The screenshot shows the 'Features' section of the Business Portal. On the left is a sidebar with icons for Employee Selection, Add Employee, Profile, Service Settings, Features (which is selected and highlighted in orange), and Feature Assignment. The main area has a header 'Employee: 0331.sales' with a 'Filter' button. Below the header are three main categories: 'Mobility', 'Call Control', and 'Contacts'. The 'Contacts' category is expanded, showing four entries: 'Personal Contacts', 'Phone Services', 'Speed Dial 100', and 'Speed Dial 8'. The 'Speed Dial 8' entry is highlighted with a red box. Each entry has an orange 'Configure' button to its right.

- Click 'Configure'
- To Add or Edit an Entry
- Click on the 'Phone Number/Sip URI' Field and enter the required Number.
- Click on the Description field and enter a description.
- Click Save

## Adding an entry from the Phone

- Dial the Speed Dial 8 Feature Access Code (Default \*74)
- Dial the Speed Dial 8 Location (2 - 9)
- Dial the required Phone Number followed by #
- Example:- \*74107711234567#

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