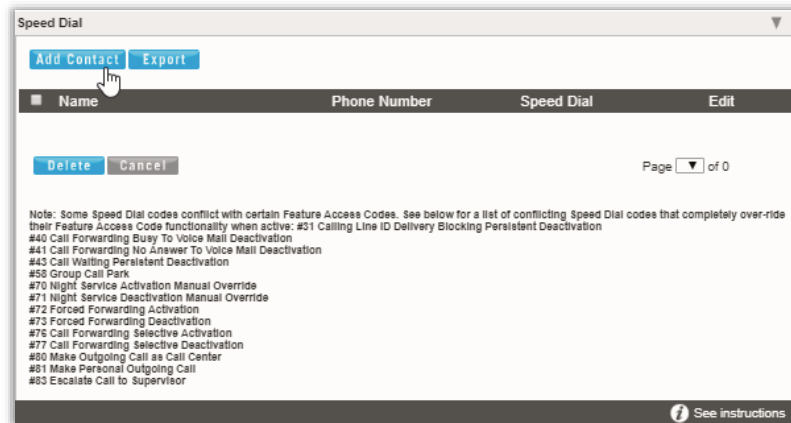This time-saving feature allows users to define Speed Dial options for specific numbers using short two (2) digit codes (00-99) prefixed by the # sign. Certain Speed Dial 2-digit code combinations will conflict with some Calling Feature Star Codes. These Star Codes are listed within the setting dialog to assist the user.

1. Sign into the **Voice Services Portal** website.
2. Go to Settings or Click on the [View All Features](#) link in the Basic Features widget on your Dashboard to view Settings.
3. Click on the View/Edit drop-down arrow adjacent to Speed Dial to begin.

Speed Dial			▼

Add Contact **Export**

☐ Name	Phone Number	Speed Dial	Edit

Delete **Cancel**   Page ▼ of 0

Note: Some Speed Dial codes conflict with certain Feature Access Codes. See below for a list of conflicting Speed Dial codes that completely over-ride their Feature Access Code functionality when active: #31 Calling Line ID Delivery Blocking Persistent Deactivation
#40 Call Forwarding Busy To Voice Mail Deactivation
#41 Call Forwarding No Answer To Voice Mail Deactivation
#43 Call Waiting Persistent Deactivation
#58 Group Call Park
#70 Night Service Activation Manual Override
#71 Night Service Deactivation Manual Override
#72 Forced Forwarding Activation
#73 Forced Forwarding Deactivation
#76 Call Forwarding Selective Activation
#77 Call Forwarding Selective Deactivation
#80 Make Outgoing Call as Call Center
#81 Make Personal Outgoing Call
#83 Escalate Call to Supervisor

ⓘ See instructions

Add a Speed Dial Contact

1. Click on **Add Contact**.
2. Enter **First Name** and **Last Name**.
3. Enter at least one (1) **Phone Number** (10 digits, no spaces or special characters) in the appropriate field (Home, Work, Mobile)
4. **Primary Phone**: Select the type from the drop-down menu (Home, Work, or Mobile)
5. Select from the available (unused) list of **Speed Dial Codes** using the drop-down menu (00-99). (Check Star Codes for conflicts)
6. Click the **Save** button to submit the new Speed Dial Code and close the *Edit* view.

Edit a Speed Dial Contact

1. Click **Edit** next to a Speed Dial Contact in the list.
2. Make changes to **name**, **numbers**, **primary assignment**, or **code**, as needed.
3. Click the **Save** button to submit the change and close the view.

Delete a Speed Dial Contact

1. Click within the checkbox ☑ in the first column to select an item in the list.
2. Click on the **Delete** button below.

OR

1. Click the **Edit** link next to a Speed Dial Contact to open its Criteria dialog.
2. Click the **Delete** button.
3. Click the ☒ **Exit** icon to return to the *Edit* view.
4. Click **Save** to submit the changes and return to **Settings**.

Export Speed Dial Contact List

Click on the **Export** button to automatically download a .csv format report containing the current list of Speed Dial contacts which can be saved to a local folder or printed, as desired.

Speed Dial Star Codes

*74 = Speed Dial 8
*75 = Speed Dial 100