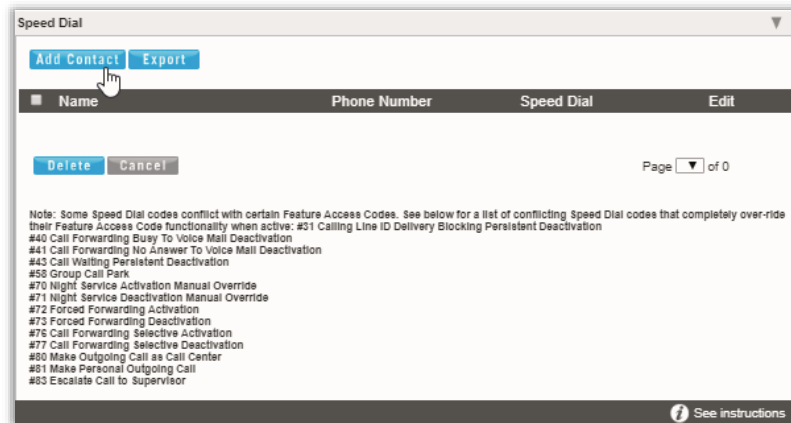


This time-saving feature allows users to define Speed Dial options for specific numbers using short two (2) digit codes (00-99) prefixed by the # sign. Certain Speed Dial 2-digit code combinations will conflict with some Calling Feature Star Codes. These Star Codes are listed within the setting dialog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

1. Sign into the **Voice Services Portal** website. Example: <https://portal.momentumtelecom.com/>
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.



### 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