
BT Cloud Voice

Speed Dial 100

What is it?

Dial up to 100 numbers by just dialling # followed by two digits (00-99)

For example, if you've stored a number against Speed Dial number 02, then you'd only dial #02 instead of the whole pesky number.

How do I use it?

Store a Speed Dial 100 number from your **device**

- Dial ***75**
- Dial the Speed Dial number you want to assign to the phone number (00-99)
- Dial the phone number followed by #

Example: *75 02 0800 389 0537# will store 0800 389 0537 under Speed Dial 100 key 02


Store a Speed Dial 100 number from the **Cloud Voice portal**

1. Login to the [Cloud Voice](#) portal
2. Select the '**Employees**' menu
3. Select '**Features**' from the menu on the left hand side
4. Select '**Contacts**' and then '**Speed Dial 100**'

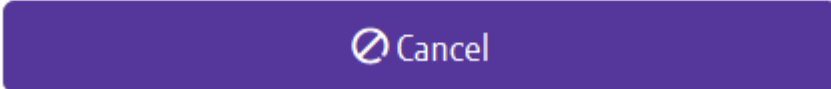


5. Click '**Configure**'

Speed Dial 100

 + Add


Speed Code	Phone Number/SIP URI	Description
No Speed Dials Found		

 Cancel

- To add a number, click **'Add'**

Add New Speed Dial ✕

*** Speed Code**

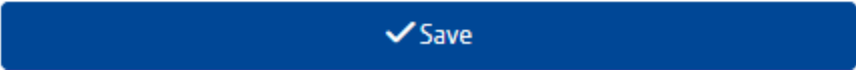
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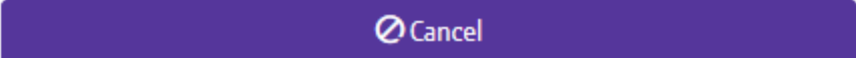
Description

Description

*** Phone Number/SIP URI**

Phone Number/SIP URI

 Save

 Cancel

- Select the **'Speed Code'** (the next available code is shown by default but you can select any free code using the dropdown box)
- Enter a description or name for the phone number

-
9. Enter the phone number
 10. Click '**Save**'

How can I edit or delete a number?

Delete

- Select the required Speed Dial 100 number in the Cloud Voice portal by clicking the tick box next to it and pressing 'Delete'

Edit

- Select the required Speed Dial 100 number in the Cloud Voice portal by clicking the tick box next to it
- Click on the Speed Code for that number and you'll see an edit box where you can make changes