



## Speed Dial

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# Speed Dial

With **Speed Dial**, you can quickly place a call without having to enter the full phone number. This is really handy if you dial numbers frequently or on a regular basis from your handset.

Some handsets will have the features to allow you to program numbers into the buttons on the handset, however, this can be limited to the number of available buttons.

To speed-dial **frequently used numbers**, you can program an additional **eight** numbers with this feature.

How to set up and use Speed Dial from your handset using shortcodes:

1. Select **Switchboard**.
2. Select number.
3. Select **Outbound > Speed Dial**.
4. Enter the number to dial including the regional or international prefixes. For local numbers, just enter the number excluding the regional prefix.
5. Click **Save** to update settings.



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