Cloud Voice – Speed Dial 100

1 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 number.

2 How do I set it up?

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 BT Cloud Voice portal
2. Select **Employees**
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

6. To add a number, click **'Add'**

Add New Speed Dial   ✕

* Speed Code

| 00 | ▼ |

Description

| Description |

* Phone Number/SIP URI

| Phone Number/SIP URI |

✓ Save

⊘ Cancel

7. Select the '**Speed Code**' (the next available code is shown by default but you can select any free code using the dropdown box)

8. 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