

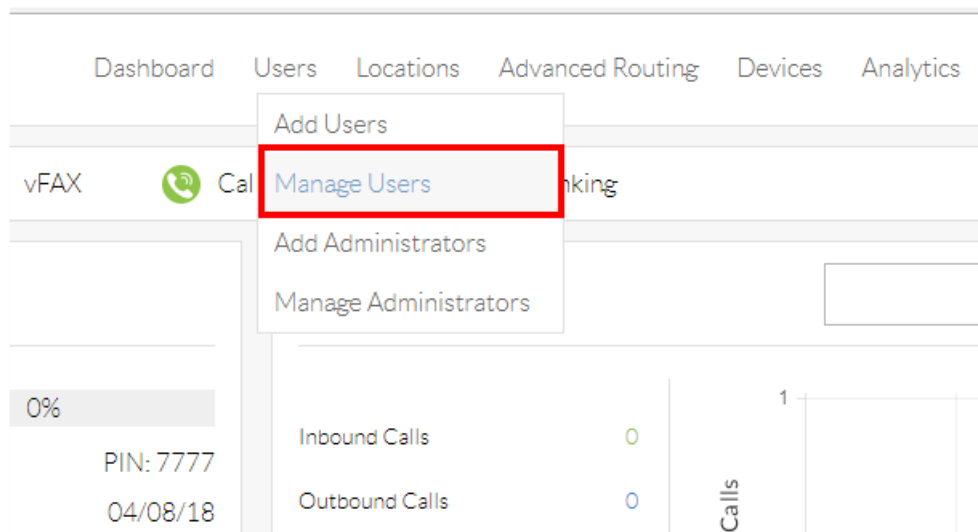


Setting Up Speed Dial

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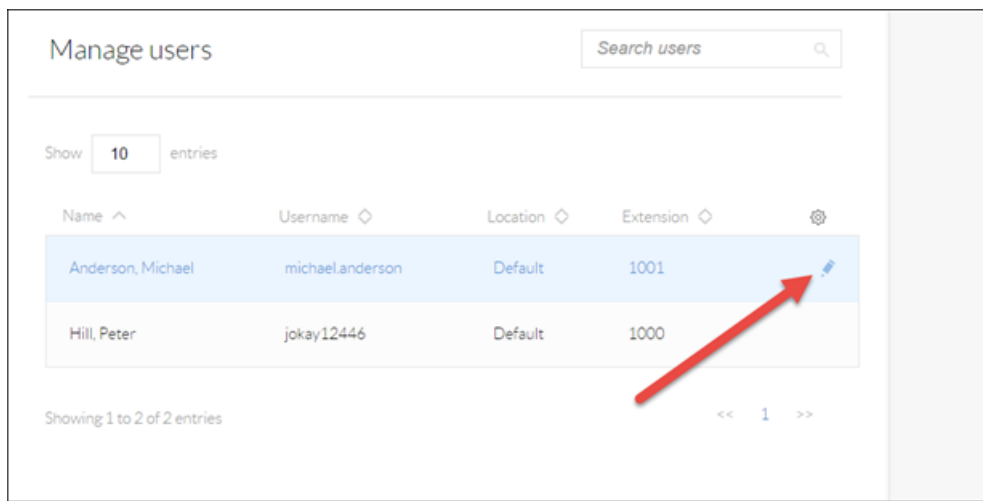
Speed Dial allows you to place a call by pressing a reduced number of keys instead of the entire phone number. Since these shortcuts are for a user and not a specific device, speed dials remain configured if you replace your phone or have more than one active device assigned to you. Speed dial also works on the Nextiva App. Follow the steps below to set up this feature:

1. Visit www.nextiva.com, and click **Client Login** to log in to NextOS.
2. From the NextOS home page, select **Voice**.
3. From the Nextiva Voice Admin Dashboard, hover your cursor over **Users** and select **Manage Users**.



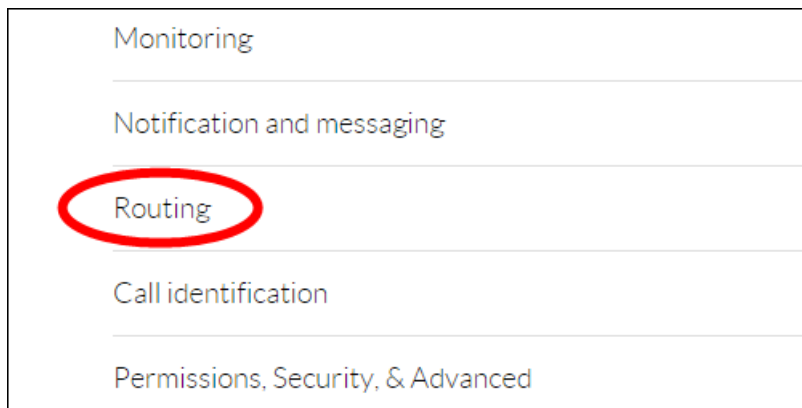
Manage Users

4. Hover your cursor over the user you want to set up speed dials for, and click the **pencil icon** to the right.



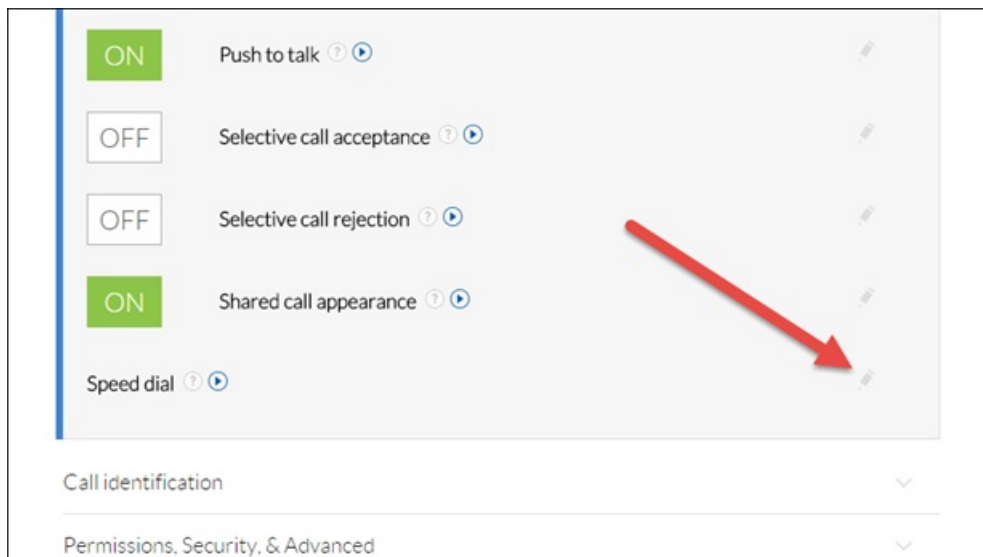
Edit User

5. Scroll down, and select the **Routing** section.



Routing Section

6. Click the **pencil icon** to the right of Speed Dial.



Speed Dial

7. Click the **plus sign** at the bottom-right of the menu.

stead of the entire phone number. This function is particularly useful
s on a regular basis. For double digit speed codes, dial # as a prefix.
code.

Name	Phone Number	Edit
+		

Add Speed Dial

8. Select the speed dial number from the **Option** drop-down list:

Option	Name	Phone Number
00		
01		
02		
03		
04		
05		
06		
07		

Speed Dial Number

9. Enter a descriptive name for the speed dial in the **Name** text box, and then enter the phone number or extension in the **Phone Number** text box. Please note that special characters or spaces are not supported for the speed dial descriptive name.

For single digit codes, just dial the code.

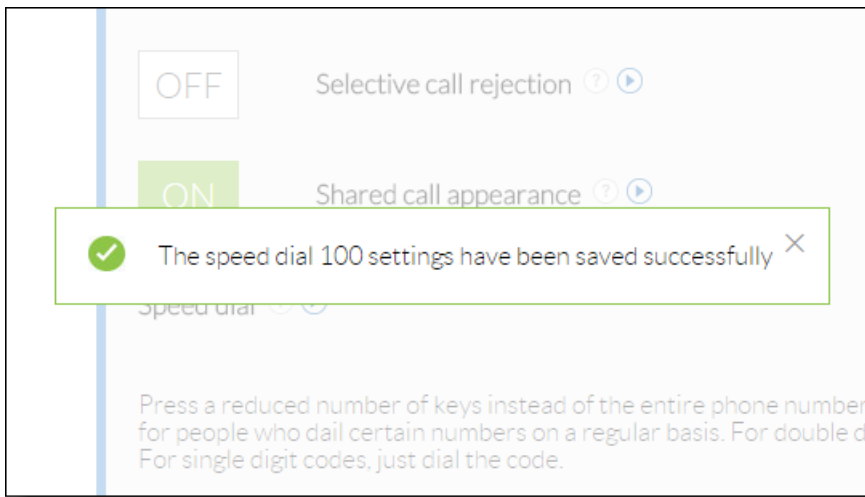
Option	Name	Phone Number	Edit
02	JohnCell	4805551234	

Cancel Save

Call identification

Description and Phone Number

10. Click the green **Save** button at the bottom-right of the Speed dial menu. A pop-up message appears stating that the speed dial 100 settings have been saved successfully.



Originators

11. To use speed dials, go off-hook with your phone. Enter #, followed by the speed dial number (ex. #02) to connect to the assigned phone number. If the speed dial number is lower than 10, you must enter the 0 preceding the number to create a two-digit number. If you are using a computer application, dial #, followed by the speed dial number, and then press the dial button.

Download:

