

## Call Manager - Speed Dial Viewer

This is a feature that dials a selected contact by pressing a single button on the phone. The viewer displays a list of contacts and the number of the contact. It is also possible to initiate calls from the Speed Dial Viewer.

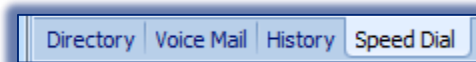
### OPEN SPEED DIAL VIEWER

☎ Do one of the following:

- ★ Click the **Application Button** (see illustration at right) and then select **Windows**.
- ★ Click **Windows** on the **Main Menu** (see illustration below).



- ★ Click **Windows** from the **Assignment Bar** (see illustration above).
  - ★ Right-click the **ShoreTel** icon in the **System Tray**.
- ☎ Click **Speed Dial** from the list that displays.
- ☎ The **Speed Dial** tab will appear at the bottom of the window with the Directory, Voice Mail, and History tabs (see illustration below).



### INITIATE A CALL TO A CONTACT

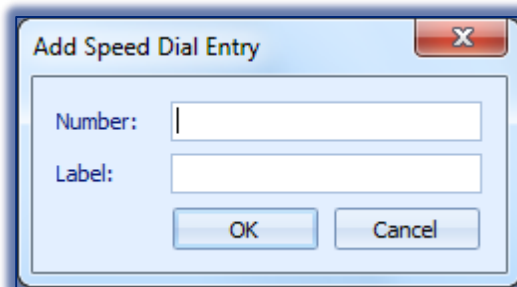
- ☎ Double-click on the contact entry.
- ☎ Right-click the contact entry and select **Dial**.

### MANAGE SPEED DIAL ENTRIES

The Menu Bar can be used to add and delete entries in this view. It is also possible to edit the labels of the entries.

#### Add Entry

- ☎ Do one of the following:
  - ★ Right-click in the **Contents Area** and select **Add Entry**.
  - ★ Left-click in the **Contents Area**.
- ☎ The **Add Speed Dial Entry** window will display (see illustration below).

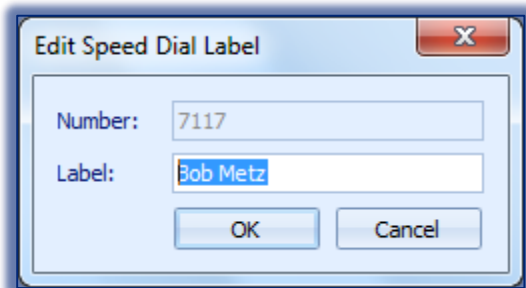


- ☎ Enter the name, email address, or phone number of the contact who is to be entered into the **Number** field.

- ☎ As the information is added to the Number field, a drop down menu displays.
- ☎ Select the contact that is to be added from the list or continue to input the number.
- ☎ Enter an identifier for the contact in the **Label** field.
- ☎ Press the **OK** button to save the contact.
- ☎ The entry will be added to the **Speed Dial** list.
- ☎ The next available **Speed Dial** digit will be added to the contact.

### Edit Label

- ☎ Right-click the entry.
- ☎ Click **Edit Label**.
- ☎ The **Edit Speed Dial Label** panel will display (see illustration below).



- ☎ Enter the new **Label** contents to the **Label** field.
- ☎ Click **OK** to save the changes.

### Delete Entry

- ☎ Right-click the contact entry.
- ☎ Click **Delete Entry** from the list of options.

### Rearrange Contacts

- ☎ Click and hold down the left mouse button.
- ☎ Drag the entry to the desired position in the list.
- ☎ Release the mouse button.