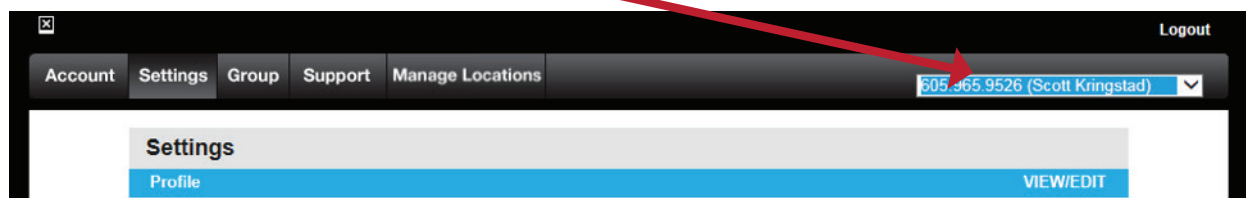


# Setting Up Speed Dials

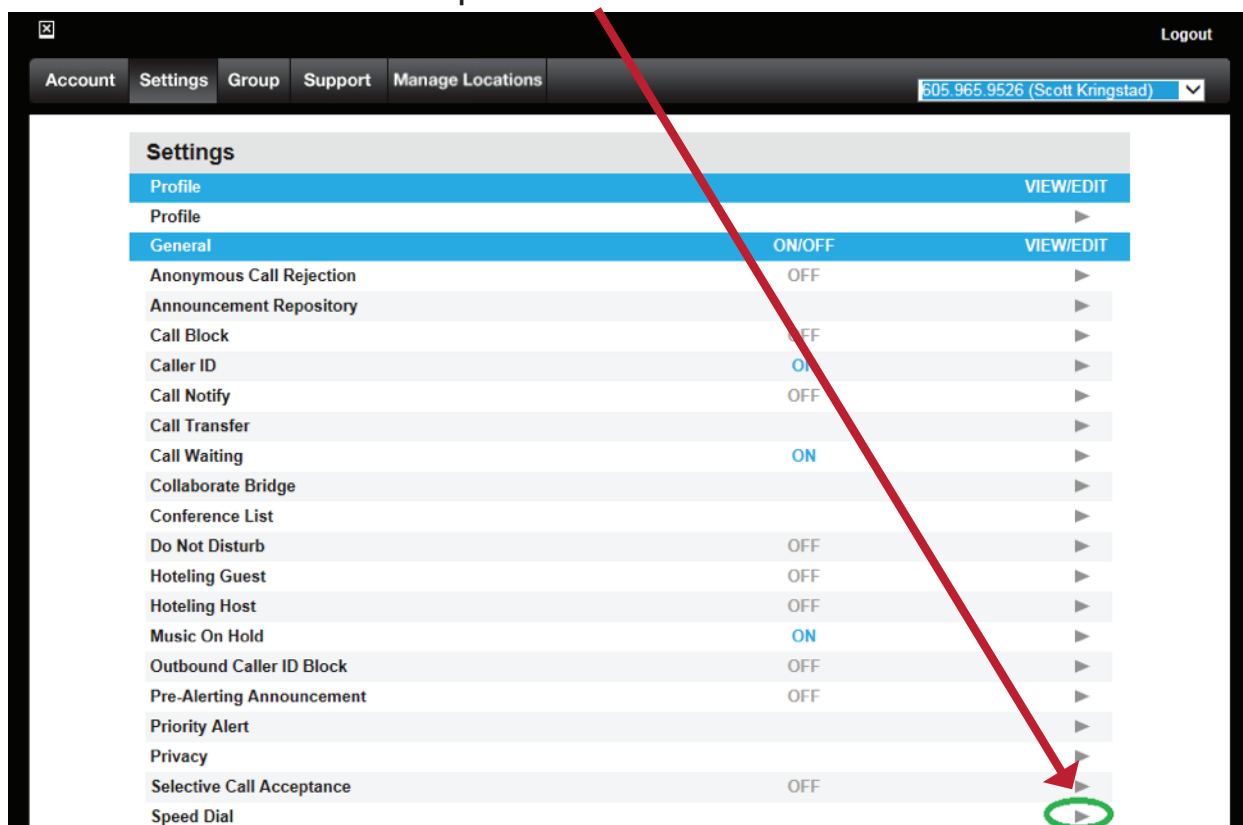
**With Vast TeleCloud, you can add your own personal list of up to 85 speed dial numbers. Vast TeleCloud's speed dial function makes it easier for you to call the numbers most critical to your business. Easy number storage and easy dialing.**

- 1) Log into your TeleCloud portal at [www.telecloud.vastbroadband.com](http://www.telecloud.vastbroadband.com).
- 2) If you are using the administrative portal - select the phone you wish to add speed dials to in the upper right-hand corner of the page.



- 3) Select the Settings tab (as selected in image above).

- 4) Select the arrow associated with Speed Dial.

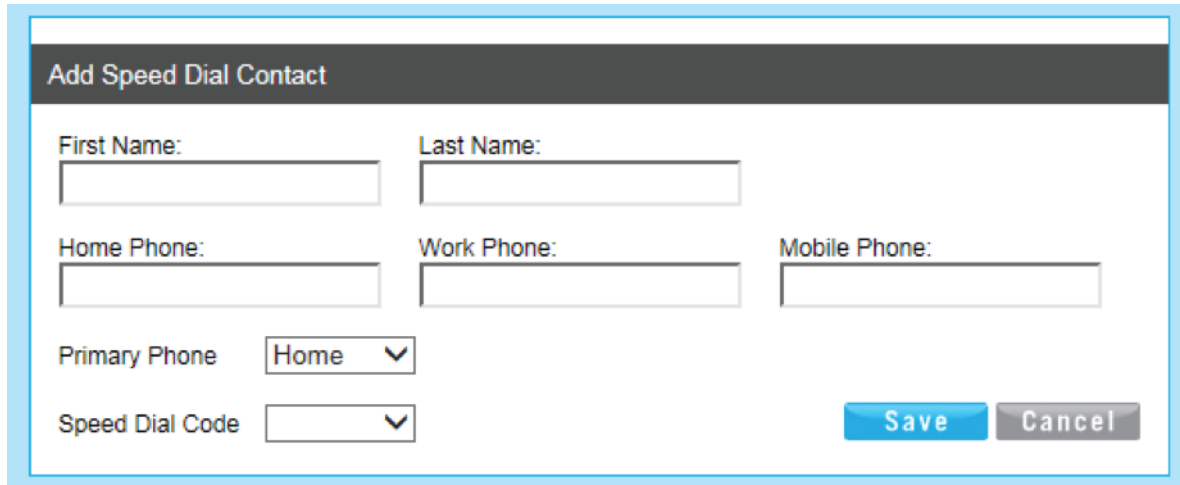


- 5) Select "Add Contact".

[Add Contact](#) [Export](#)

# Setting Up Speed Dials (cont.)

6) Add Speed Dial Contact.



The screenshot shows a web form titled "Add Speed Dial Contact". It contains the following fields and controls:

- First Name:** A text input field.
- Last Name:** A text input field.
- Home Phone:** A text input field.
- Work Phone:** A text input field.
- Mobile Phone:** A text input field.
- Primary Phone:** A dropdown menu with "Home" selected.
- Speed Dial Code:** A dropdown menu.
- Buttons:** "Save" (blue) and "Cancel" (grey).

7) Select the Primary phone and Speed Dial Code and Select "Save".

8) Continue to add Contacts until you have completed your list.

9) **Avoid using the following Speed Dial Codes, as they may be used for other reasons.**

**31, 40, 41, 43, 58, 70, 71, 72, 72, 76, 77, 80, 81, 83**

10) Once completed, you can export your contacts to a .CSV file for easy reference.