

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**.
 - Click **Windows** from the **Assignment Bar**.
 - Right-click the **ShoreTel** icon in the **System Tray**.
- ❖ Click **Speed Dial** from the list of viewers.



INITIATE A CALL TO A CONTACT

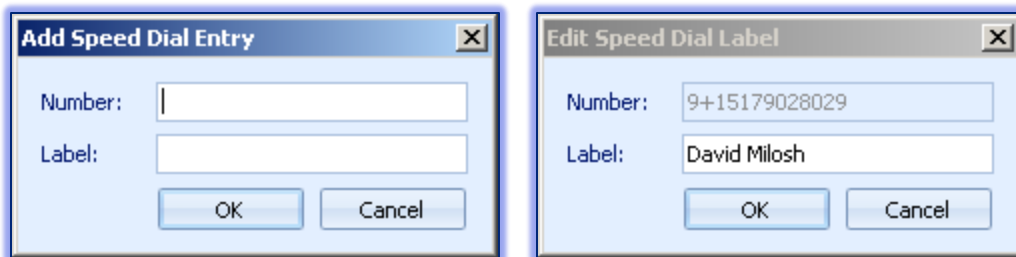
- ❖ Double-click on the contact entry.
- ❖ Right-click the contact entry and select **Dial**.

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 Entry Label** window will display (see illustration below left).
- ❖ 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.
- ❖ 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 Label** panel will display (see illustration above right).
- ❖ Enter the new **Label** contents to the **Label** field.
- ❖ Click **OK** to save the changes.

Delete Entry

- ❖ Right-click the contact entry.
- ❖ Click **Delete** 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.