



Speed Dials

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Speed Dials and Busy Lamp Fields

Speed dial numbers allow you to store numbers and then use side buttons on the phone, or abbreviated dialing from the soft key template, to dial the stored numbers. Some phones, such as Model 7960 and 7970 have speed dial buttons on the right-hand side of the phone that you can use to dial frequently-dialed numbers. The Cisco 7912 phones do not have buttons, but you can use the Soft Key template on the phone's LCD display.

Speed Dials are one or two-digit index codes (1 to 99) that you can assign to phone numbers or address book entries. To place a call using Speed Dials, select the Speed Dials index code from the menu on your phone's touch screen. You do not need to dial the entire number. The number of speed dials available is dependent on the phone button template. The exact name of the speed dial service on your phone may vary, depending on how your system administrator configured the service.

Busy lamps also allow you to store numbers and then use side buttons on the phone to dial the stored numbers. The status of the lamp indicates if the line is currently in use. Some Cisco phones, such as the 7931 series, have busy lamps on the right-hand side that you can use to dial frequently-dialed numbers.

Busy lamps are one or two-digit index codes (1 to 99) that you can assign to phone numbers or address book entries.

The number of busy lamps available is dependent on the phone button template. The exact name of the busy lamp service on your phone may vary, depending on how your administrator configured the service.

Manage Speed Dials and Busy Lamps

To assign a speed dial or busy lamp field (BLF) to a button:

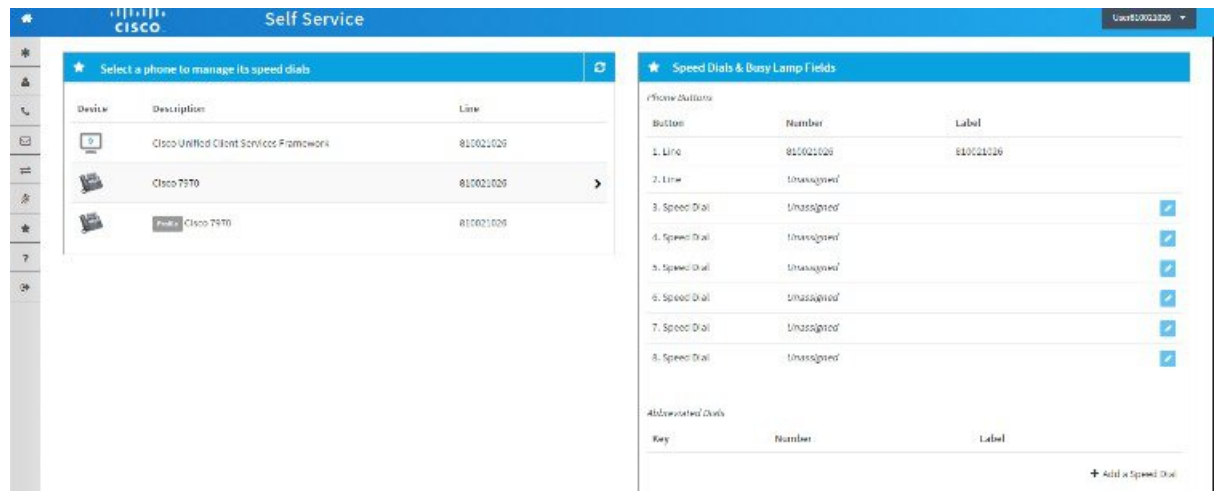
Procedure

- Step 1** Click **Speed Dials & Busy Lamp Fields** on the Quick Menu.

Your configured phones are displayed.

- Step 2** Click the relevant 'Phone' to view the speed dials and busy lamp fields configured for that specific line (as determined by the phone button template for that phone). If a button has not yet been assigned to a busy lamp or speed dial, then the word 'Unassigned' is displayed in the **Number** field for that specific button.

Figure 1: Sample Speed Dials & Busy Lamp Fields Screen



- Step 3** Click **Edit** (pen icon) next to the button to which you want to assign a speed dial or busy lamp.

- Step 4** Enter information in the fields as required:

- **Number**—The phone number (or URI) for this speed dial. Note that you must enter the telephone number (or URI) exactly as you would dial it from your desk phone, including an access code (such as 9), country code, or area code as applicable. A URI is in the `username@host` format, where the host can be an IPv4 address or fully qualified domain name. The username portion of a URI can be a maximum of 47 characters and the full URI can be a maximum of 254 characters.
- **Label**—The name that you want to associate with this speed dial.

- Step 5** Click **Save** when complete to assign the speed dial to the button.

What to Do Next

To edit an existing speed dial or BLF entry, click **Edit** next to the button you want to edit. Enter new information in the relevant field as described above and click **Save** when complete.

To remove a speed dial or BLF entry, click **Remove** next to the entry that you want to remove and click **Save**. The button number returns to the Unassigned status.

Add a Speed Dial (Abbreviated Dials)

Procedure

- Step 1** Click **Speed Dials & Busy Lamp Fields** on the Quick Menu. Your configured phones are displayed.
- Step 2** Click the relevant 'Phone' to view the speed dials and BLFs configured for that specific line.
- Step 3** To add additional speed dials over and above those provided for by the phone button template, click + **Add a Speed Dial** in the **Abbreviated Dials** area of the screen.
- Step 4** Enter information in the fields as required:
- **Key**—The key associated with the speed dial. Note that if you enter two keys with the same value, for instance two number 3's, then the system automatically removes the first instance and replaces it with the second instance.
 - **Number**—The phone number (or URI) for this speed dial. Note that you must enter the telephone number (or URI) exactly as you would dial it from your desk phone, including an access code (such as 9), country code, or area code as applicable. A URI is in the `username@host` format, where the host can be an IPv4 address or fully qualified domain name. The username portion of a URI can be a maximum of 47 characters and the full URI a maximum of 254 characters.
 - **Label**—The name that you want to associate with this speed dial.
- Step 5** Click **Save** when complete to add the speed dial. When there is more than one speed dial, the speed dials are automatically re-ordered in numerical sequence from lowest to highest.
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What to Do Next

If you want to insert a speed dial entry directly above an existing speed dial entry, click + **Insert a speed dial entry above this entry** (+ icon) to open an empty speed dial entry form. Enter the required information and click **Save** when complete.

To edit an existing speed dial entry, click in the appropriate fields and enter new information as described above. Click **Save** when complete.

To remove a speed dial entry, click **Remove this speed dial** (trashcan icon) next to the speed dial you want to remove and click **Save**. The relevant speed dial is removed from the list.

