# Group Speed Dial (User Portal)

Group speed dials can be used by all of the members in a group.

## Group speed dial summary

1. In your browser, go to the iPECS Cloud User Portal  and log in.

2. Expand Company and click Company Directory.
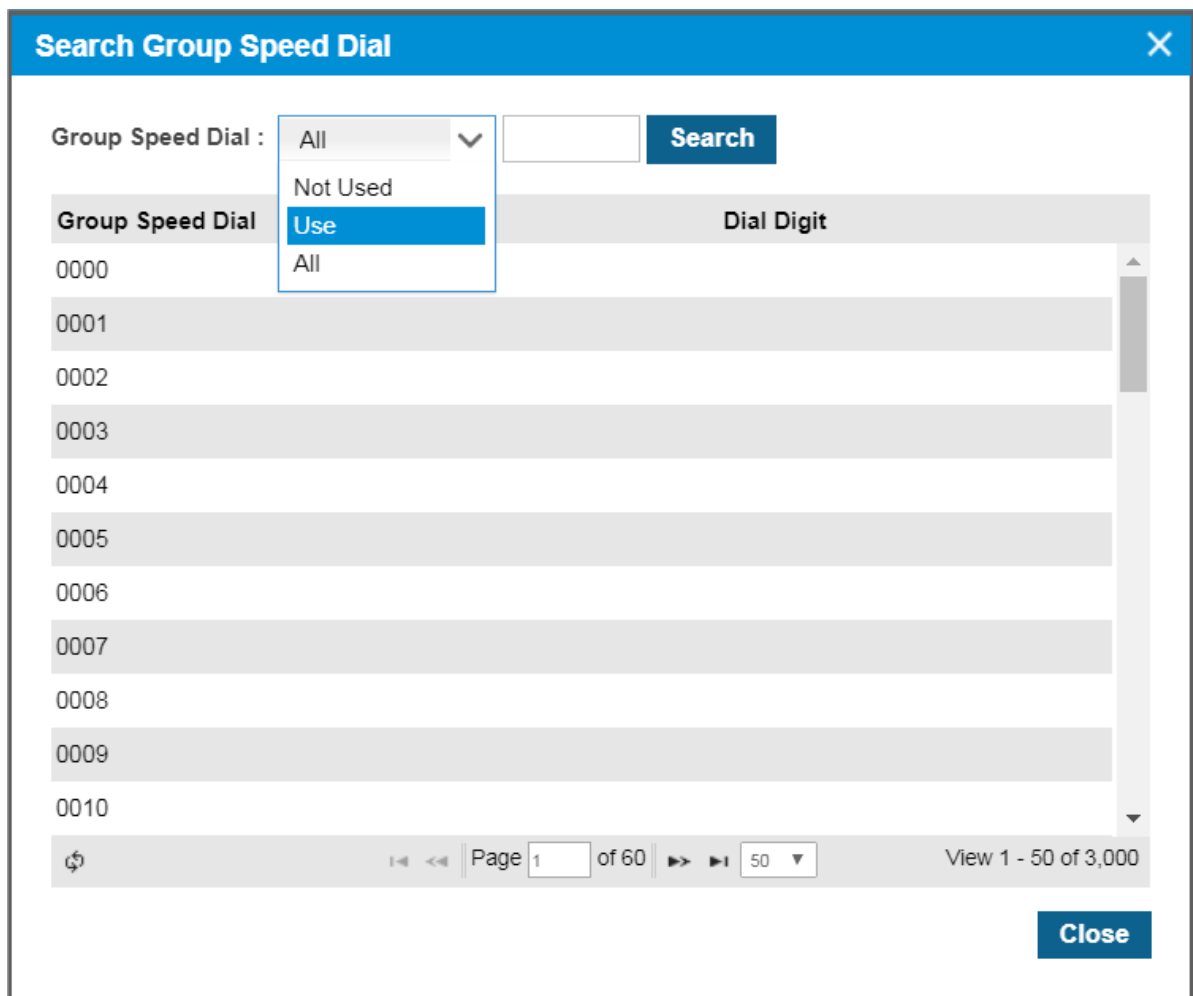


3. Click Group Speed Dial Summary.  To filter the list, select All, Not Used, or Use and thern click Search.

# Make a group speed dial call

- In the Group Speed Dial Summary, click the phone icon for a speed dial to dial the number.

# Search group speed dials

Enter a value and click Search to locate a specific entry in the Group Speed Dial Summary, for example "Boston Sales" to identify the speed dial for that location, or "1200" to identify what that speed dial is used for.

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