Phone SysDial Directory

Overview

The **Phone SysDial Directory** is a mapping of "Short Codes" to full phone numbers. Shortcodes are useful for quickly dialing commonly used external phone numbers.

> A shortcode is a shorter number that can be dialed to reach a full number. Think of them as abbreviations for phone numbers.

- Adding a Phone SysDial "Short Code"
- Removing a "Short Code"

Adding a Phone SysDial "Short Code"

1) Navigate to the **Phone SysDial Directory** via the **Navigation Panel.**

2) Click the **New Sysdial Number** button.

image.png

2) Enter the **Name** of the short code. This should be relevant to whom the number is associated with.

3) Next enter the **Number** that the shortcode should dial. This can be an internal **Extension**, or it can be an outside phone number.

4) Lastly enter a number for the shortcode in the box **Sysdial Code.** This is the number the user will dial when attempting to call the full **Number** associated with the shortcode.

image.png

5) When you are satisfied with your selection, click **Save New SysDial Code.** If you saved you will see a message stating **Changes saved.** The final results will look similar to the one below.

>

> If you enter a 10-digit external phone number, it will automatically format the phone number to include the area code in parentheses followed by the local number.

phone-sysdial1.png

Removing a "Short Code"

1) Navigate to the **Phone SysDial Directory** via the **Navigation Panel.**

2) Find the **SysDial Number** (short code) you wish to delete

3) Click the red **X** under the **Delete** column.

4) A confirmation pop-up will appear confirming your selection. If you wish to delete click **OK.** You will see a message stating **Changes Saved.** If this is not the entry to wish to delete click **Cancel.**

image.png

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