



# Speed Dial

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## Chapter Overview

This chapter explains how to configure speed dial numbers for Patient View.

The topics in this chapter include the following:

- [Speed Dial](#)
  - [Program a Speed Dial Number](#)
  - [Modify a Speed Dial Entry](#)
  - [Delete a Speed Dial Entry](#)

## Speed Dial

Speed dial numbers can be programmed for Patient View in the Speed Dial screen of Admin View. Consult with the hospital administrators and nursing staff to determine which departments patients call often such as Front Desk, Gift Shop, Catering, Radiology, Housekeeping, Parking Attendant, Shuttle Bus, Chaplain, etc. Up to 30 numbers can be programmed.

This is the speed dial that is displayed in patient view and it is easier for the patient to dial such as gift shop.

## Program a Speed Dial Number

Follow the steps below to program a speed dial number:

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|---------------|---|
| <b>Step 1</b> | Choose <b>Speed Dial</b> within the Content Management menu.  |
| <b>Step 2</b> | Click the <b>Add New Speed Dial</b> button.<br>A new entry is added to the table on the screen.   |
| <b>Step 3</b> | Choose a number from the drop-down menu in the Speed Dial Number column. If speed dial numbers are already in use, those numbers will not appear in the menu. |
| <b>Step 4</b> | Enter a descriptive name in the Name column such as “Gift Shop” or “Radiology”. This name will be shown on Patient View.                                      |
| <b>Step 5</b> | In the Phone Number column, enter a contact number.   |

- Step 6** Click on the **Image** tab.  
The **Select Image for SpeedDial** page appears.
- Step 7** Choose the picture you want to upload and click **Select**.
- Step 8** Select the screen resolution from the **Select Resolution** drop-down menu.
- Step 9** Select the name of the department for which the speed dial function applies from the **Departments** drop-down menu.



**Note** If you leave this field blank, the default value will be *All*. If this speed dial is only for a specific department, select it from the drop down list.

- Step 10** Select the type of room for which the speed dial function applies from the **Room Types** drop-down menu.



**Note** If you leave this field blank, the default value will be *All*. If this speed dial is only for a specific room, select it from the drop down list. Patient Room, Waiting Room, and Guest Room are the available values for your selection.

- Step 11** Select the language from the **Locales** drop-down menu.



**Note** If you leave this field blank, the default value will be *All*. If this speed dial is only for a specific language, select it from the drop down list.

- Step 12** Click the green button in the Action column to save the entry. Otherwise, click the white button to cancel the entry.

## Modify a Speed Dial Entry

If you want to edit a speed dial entry:

- Step 1** Find the entry that you want to modify in the table. Click the blue button in the Action column.
- Step 2** Modify the fields as desired.
- Step 3** Click the green button to save your changes or the white button to cancel your changes.

## Delete a Speed Dial Entry

If you want to delete a speed dial number:

- Step 1** Click the red **X** button next to an entry to delete it.  
That speed dial number is released and can be used for another entry.