



## **Compello Speed Dial**

**To use Planet Telecom's Compello, web based account management system, you must log into your account.**

### **Access your account**

To access your account, go to [www.PlanetTelecom.com](http://www.PlanetTelecom.com)

Enter your User ID and password, if you do not have a userid and password contact [support@planettelecom.com](mailto:support@planettelecom.com) .

Once logged in, you will see a list of menu items on the left, select "SpeedDial"

Now you are presented with a blank form to enter your speed dials, simply enter the speed dial number (11-99) followed by the telephone number to dial, please note 10 digits are required for local calls and 1+area code+number for long distance calls, you can enter a description in the last field.

Once the fields are entered, click the add button, continue to add as many as you need.

Please note, you cannot modify an entry, you must delete the old entry and re-enter the information.

To use the speed dial list, simply enter \*55, then the speed dial code associated with the number you wish to call.