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## To setup personal speed dial access:

### Notes:

- A) Must be done when the phone is idle
- B) 'Enter' is the soft button just left of the scroll button (3rd soft key from left).
- C) The bin # is the 2 digit number assigned to the speed dial telephone number and name. The first available bin # is "00". There are 20 speed dial entries permitted per phone extension (ie. 00-19)

### *TO ADD SPEED DIAL ENTRIES AT YOUR PHONE*

#### 1) Create listing of speed dial entries (Program 105)

- Bin # Name (11 characters) Telephone #
- Bin #: 00-19
- Name: System will use for alphabetical sort
- Telephone number use format: 9-1-area code-telephone #

#### 2) Setup speed dial entries (Program 105)

- a) Press transfer
- b) Press 105
- c) *Cursor will be at "00", the 1st bin #. If there is already a speed dial number assigned to it, it will be displayed next to the "00". Scroll with the up/down arrow to find an empty bin number. Press ENTER (soft key to the left of the scroll button under display) to move the cursor to enter the telephone number.*
- d) Enter the telephone number: 9-1-area code-number
- e) If there are no more speed entries to be made: continue to f;  
If there are more entries to be made press the soft key 'ENTER' & repeat c & d till done)
- f) Press Transfer

#### 3) Setup speed dial names (Program 106)

- a) Press transfer
- b) Press 106
- c) Enter or scroll for the assigned bin # (i.e. 00-x9)
- d) If you scrolled, press the soft key ENTER to move the cursor to enter the name
- e) Spell out the name: (ex: 2=A, 22=B, 222=C, 2222=2)  
Use volume up/down keys to enter space or when you need to move the cursor because you need to use the same number for a different letter (ex. "AB" press 2 ("A"), then the up key which moves the cursor to the next space and then 22 ("B") or)
- f) If there are no more speed entries to be made: continue to g;  
If there are more entries to be made press the soft key 'ENTER' & repeat c, d & e till done)
- g) Press Transfer

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TO ADD SPEED DIAL NUMBERS TO A PHONE NOT ON YOUR DESK:

**1) Enable customer programming**

- a) Press Transfer
- b) Press 200
- c) Press 12341
- d) Press Transfer

**2) Setup speed dial entries (Program 105)**

- a) Press transfer
- b) Press 105
- c) *Cursor is at the beginning of the extension number to be programmed. (ex. 201 is the 1st extension # in system)* Enter the 3 digit extension number that you want to add the speed dial numbers.
- d) *Cursor is now on the bin # "00"* You may change the bin # by scrolling with the up/down arrows or use the last vacant number.
- e) Press ENTER (soft key to the left of the scroll button under display)
- f) Enter the telephone number: 9-1-area code-number
- g) If there are no more speed entries to be made: continue to f;  
If there are more entries to be made press the soft key 'ENTER' & repeat c, e, & f till done)
- h) Press Transfer

**3) Setup speed dial names (Program 106)**

- a) Press transfer
- b) Press 106
- c) Enter bin # (i.e. "00")
- d) Spell out the name: (ex: 2=A, 22=B, 222=C, 2222=2)  
Use volume up/down keys to move cursor or enter space)
- e) If there are no more speed entries to be made: continue to g;  
If there are more entries to be made press the soft key 'ENTER' & repeat c & d till done)
- f) Press Transfer

**4) When complete: Disable programming mode**

- a) Press Transfer
- b) Press 200
- c) Press 12340
- d) Press Transfer