



## Programming Speed Dial Numbers

### To store personal speed dial numbers:

1. On your own phone, press SPEED button 2 times
2. Dial the appropriate speed bin number (9000 thru 9019 for personal numbers - write down where you store your personal speed numbers!)
3. Enter the number as you would dial it (17178889999 or 8455555)
4. Press the SPEED button ONCE to save the number
5. Press the SPEED button again to go to the next entry
6. Repeat Steps 1 thru 4 for each additional entry

### To store system speed dial numbers:

7. On extension 100, press SPEED button 2 times
8. Dial the appropriate speed bin number (9020 thru 9999 for system numbers - write down the number where you store the system speed numbers!)
9. Enter the number as you would dial it (17178889999 or 8455555) If you need to dial a "9" to get a line you MUST add this to the number you enter – ie. 9 HOLD button 17178889999. Hold button acts as a pause)
10. Press the SPEED button ONCE to save the number
11. Press the SPEED button again to go to the next entry
12. Repeat Steps 7 thru 10 for each additional entry

### To program a flexible button to dial a Speed Number:

1. Press "speed" button twice
2. Press the button you want programmed
3. Press "speed" and the appropriate bin number (You should hear a confirmation tone)
4. To clear an entry:
  - a. Press the "speed" button twice
  - b. Press the button to clear
  - c. Press the FLASH button
  - d. Confirmation tone will be heard