

## Programming Station Speed Dial (Keysets)

1. **With handset on hook**, press Transfer 105

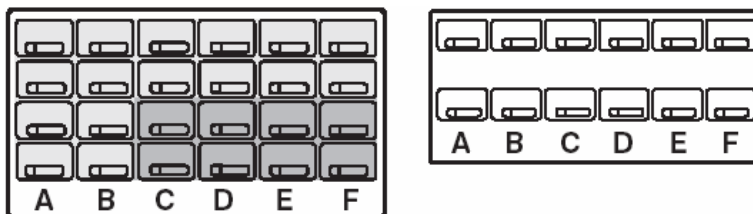
By default there are 10 personal speed dial bins per station.

00.	05.
01.	06.
02.	07.
03.	08.
04.	09.

2. Enter the speed dial bin # that is to be programmed 00 – 09
3. A “9” must always be placed in front of the number being entered.  
Example: 9-3039224708
4. After entering the telephone # press the right soft-key to save number.
5. If more numbers need to be entered, repeat steps 2 thru 4 until all numbers have been entered.
6. Press Transfer to exit programming

If it is necessary to enter a FLASH or a PAUSE in the # being programmed use the illustration:

B = FLASH  
C = PAUSE



If it is desired, a name can be associated with a speed dial number:

1. With handset on hook, dial Transfer 106
2. Enter speed dial bin # to add a name to 00 – 09
3. Use the table to the right to enter a name, use arrow keys to move cursor left and right. To clear name and start over, press Hold.
4. When finished press the right soft-key to save name.
5. If more names need to be entered, repeat steps 2 thru 4 until all names have been entered.
6. Press Transfer to exit programming.

Count	1	2	3	4	5
Dial 0	Q	Z	.	)	0
Dial 1	space	?	,	!	1
Dial 2	A	B	C	@	2
Dial 3	D	E	F	#	3
Dial 4	G	H	I	\$	4
Dial 5	J	K	L	%	5
Dial 6	M	N	P	^	6
Dial 7	P	R	S	&	7
Dial 8	T	U	V	*	8
Dial 9	W	X	Y	(	9
Dial *	:	=	[	]	*