

How to Program System Speed Dials

1. You must enter system programming by pressing the button under Prog in the display, dialing *#1234.
2. The display will say Sys-Pgm No? which means it's asking for a program number. Dial 001. Press Enter.
3. System then asks for a bin number. Bin numbers range from 000 to 999. Enter the first available bin that doesn't already have a number assigned to it. (If you don't know the first available bin number, you can start with 000 and then using the down arrow on the wheel at the bottom of the phone, scroll through the bin numbers until one is available.)
4. Dial the number you want stored in the bin. (It is often helpful to put a 9 in front of the number so it automatically grabs a line.) Press enter
5. Hang up phone

How to Put Names with System Speed Dial Bins:

1. Enter System Programming ie. (Prog, *#, 1234)
2. System will ask for a program number. Dial 002
3. Press enter
4. Enter corresponding bin number
5. Using the keypad, spell out the name of the party you are calling, if letter is on the same key, use the right arrow to move the cursor forward
6. Press enter when finished

How to Dial A System Speed Dial Number Using The Name:

1. Press the button under menu in the display
2. Using the down arrow on the wheel at the bottom of the phone, scroll down to system directory. Press enter
3. Using the keypad begin to spell the name of the person you are calling. Press enter
4. When you see the arrow in the display in front of the name of the person you are calling, pick up and the call will automatically be dialed