PROGRAMMING System SPEED DIAL NUMBERS VIA THE Telephone

> *NOTE*
> - *chg, bksp, save, one, always, del, and ack are interactive LCD button operations. Use the three buttons below the LCD display to activate the associated operation.*
> - *You cannot program individual speed dial numbers globally using the DET. If you wish to do this, you must use PC-DBA.*

1) Press PGM #0

2) Press (1) for tenant 1 and hit save

3) Enter the Attendant password (9999) or (0000) and hit show

4) Hit next (3) times or until you see "system speed no. " in the display.

5) Hit show

6) Enter the speed dial number to program (600-699)

7) Press show to display the current stored number

8) Press chg to change the number

9) Enter telephone number you want to dial

10) Press save

11) Hit next to see what line or line group this speed dial will call out on. You will usually use line group 9.

12) Press chg if you want to change the line group or press next.

13) Press show to show the current speed dial name

14) Press chg to change the name. Use the numeric keypad to enter the letters and use the # key to move the cursor to the right.

15) hit save

16) hit next

17) hit chg to set the "check name" setting to "y"

18) hit next

19) hit chg to set the "toll override" to "n"

20) hit next and you will be back to step 6 and ready to enter program the next speed dial

21) Pick up and hang up your handset to end

Note: After speed dial bins are programmed, you can program a button to access the bin number of your choice by pressing PGM #3 then press the button you want to program.

Note: If you need to enter special characters in your phone number:

− *Pause = Feature 7 0*

  Flash = Feature 3

  *Pulse-To-Tone Conversion = ***

  Speed Numbering Chaining = Feature # + next speed number (600~699).