

Storing Personal Speed Dial Names

You can store names with Personal Speed Dial numbers. These names will display as Soft Keys, that can be used for dialing from the telephone LCD directories.

Notes

- Speed Dial locations must be assigned to your telephone by your System Administrator before you can store names. Your System Administrator can also associate names with Station Speed Dial numbers.
- Only the Administrator telephone can store System Speed Dial numbers.

► To assign Station Speed Dial names

1. Enter User Programming Mode by dialing #9876 or, press Program.
2. Press Spdial. “SPEED DIAL MODE” displays on the LCD.
3. Enter a Speed Dial location number (100~199 for personal speed dial or 200~999 for System speed dial, depending on system programming).
4. Enter the telephone number to be stored. If you normally a dial line access code (such as 9) and/or and area code, enter the codes before the telephone number.
5. Press Spkr, then input the name that will appear in the Personal SD directory (nine characters max).



Example:

Press the  for “A.”

Press the  again for “B,” etc.

Refer to the table for other characters.

You can enter alphanumeric characters from the dial pad (shown right and in [Table 11](#)).

Notes

- To store #, press * #
- To store *, press * *

Feature Operations

Speed Dial

- To move one character to the right, press **SCROLL** or **RIGHT** Soft Key. To add a space, press the **RIGHT** Soft Key twice.
 - To backspace (delete previous character), press the **PAGE** or **LEFT** Soft Key.
 - To cycle back to the first letter, continue pressing the **LEFT** Soft Key.
6. Press Spdial. The Speed Dial name is now programmed.
 7. Go off hook. The telephone exits User Programming Mode.
 8. Test the Personal SD entry by pressing the **Personal SD** Soft Key. Look for the name in the entry and press the Soft Key associated with that name.

Table 11 Dial Pad Alphanumeric Characters

Dial Pad Buttons	Number of times to press the dial pad button				
	1	2	3	4	5
1	-	.	:	,	1
2	A	B	C	'	2
3	D	E	F	!	3
4	G	H	I	&	4
5	J	K	L	*	5
6	M	N	O	#	6
7	P	Q	R	S	7
8	T	U	V	?	8
9	W	X	Y	Z	9
0	()	&	/	0