

## SPEED DIALING

Speed dialing allows you (and your system administrator) to store frequently dialed numbers for easy dialing. Each number is stored on your endpoint (Station Speed Dial) or in the telephone system (System Speed Dial) and is identified by a location number. Once programmed, you can then quickly dial these numbers by entering a feature code and dialing the desired location number. Because the system supports both Station and System Speed-Dial numbers, you can have access to over 1000 stored numbers.

### Station Speed Dial

You can program and use up to ten personal speed-dial numbers on your endpoint. In addition, if you have programmable feature buttons, you can program them as speed-dial buttons for one-touch dialing. To use a speed-dial button, you must:

- Store the number in a speed-dial location.
- Program an available feature button as a speed-dial button.
- Associate a speed-dial location with the new speed-dial button.

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**NOTE:** You can use the Speed-Dial feature even if your endpoint does not have programmable feature buttons.

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### Programming Station Speed-Dial Numbers

To store a speed-dial number, use the Station Speed-Dial Programming feature code to program the number in a speed-dial location. Use the following table to list the numbers that you store in speed-dial locations 0-9.

0 _____	5 _____
1 _____	6 _____
2 _____	7 _____
3 _____	8 _____
4 _____	9 _____

### To store a number in a speed-dial location:

1. With the handset in the cradle, dial **3 8 3**.
2. Dial the speed-dial location (0-9) you want to program.
3. Enter the desired name for the speed-dial number, as described below:
  - *Alphanumeric mode (Message button and lamp lit):* Press the dialpad buttons to enter the desired characters. (Refer to the chart on [page 63](#).) The number of times a button is pressed determines which character is entered. For example, 533266 would enter “JEAN.” When adjoining characters are located under the same button, press **FWD** once to advance to the next character. For example, 66 **FWD** 6667776 would enter “NORM.” (Note that letters correspond to the letters printed on dialpad buttons 2-9.) Press **FWD** twice to leave a space. Press **MUTE** if you need to backspace.
  - Press **#** to save the name.
4. Dial the extension number or telephone number to be stored, as described below:
  - *Numeric mode (Message button and lamp unlit):* Enter the number.

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**NOTE:** You cannot use hyphens or colons in the number. *If your number includes an asterisk, pound, a hookflash (a quick hang up and release), or a pause, press ∞ once for an asterisk, twice for a pound, three times for a hookflash, or four times for a pause. (Each pause or hookflash counts as one digit.) You can enter more than one special character in a row by pressing **FWD** between the characters.*

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- Press **#** to save the number.

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**NOTE:** To dial outside telephone numbers without first selecting an outgoing line, enter the Outgoing access code (default is **8**) before the outside telephone number.

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### To erase a Station Speed-Dial name and/or number:

1. With the handset in the cradle, dial **3 8 3**.
2. Dial the desired location code (0-9) or press the desired Station Speed-Dial button.
3. Press **MUTE** repeatedly until the name is erased.
4. Press **#** to continue.
5. Press **MUTE** repeatedly until the number is erased.
6. Press **#** to exit.

## Creating Station Speed-Dial Buttons

If your endpoint has programmable buttons, you can program one or more as speed-dial buttons. After the button is programmed, you must select a speed-dial location to associate with the button.

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**NOTE:** Before you program a speed-dial button, you need to store a number in a speed-dial location (see the previous instructions).

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### To program a speed-dial button:

1. With the handset in the cradle, dial **3 9 7**.
2. Press the feature button you want to program as a speed-dial button.
3. Dial **3 8 2**.
4. Dial the speed-dial location (0-9) that contains the number you want to associate with the button.

### To view how your Station Speed-Dial buttons are programmed:

1. With the handset in the cradle, dial **3 9 6**.
2. Press the desired Station Speed-Dial button. The name or number is displayed.
3. Press **#** to exit.

## Dialing Station Speed-Dial Numbers

### To dial a Station Speed-Dial number:

*If necessary*, select an outgoing line. You have the following options:

- *To use a location number:* Press **[STN SPDL]** or dial **3 8 2**, then enter the desired Station Speed-Dial location number (0-9).
- *To use a Station Speed-Dial button:* Press the desired Station Speed-Dial button.

## System Speed Dial

Your system administrator can store several speed dial numbers in the system speed dial locations. Depending on the size of your system, you can access up to 1000 or up to 5000 system speed dial locations, if they have been programmed.

### To view and/or dial System Speed-Dial numbers:

1. Press **[SYS SPDL]** or dial **3 8 1**.
2. Dial the location code (000-999 or 0000-4999) for the desired number.
3. Press **#** to dial the number.