

Programming Speed-Dials

Each Phone has 20 Personal Speed-dials that can be Programmed & Used only from their Extension. Personal Speed-dials are stored in BIN's 9000 thru 9019.

The System has another 80 Speed-dials that must be Programmed from the Attendant Phone (usually Ext 100), but ALL phones have access. System Speed-dials are stored in BIN's 9020 thru 9099.

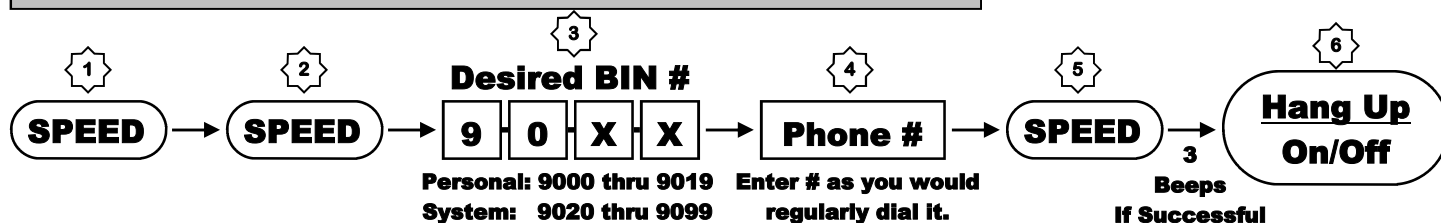
Step #1. (Computer Memory)

Programming a Telephone # to a Speed-dial BIN:

24 total Digits can be Entered:

HOLD — Inserts a Pause

FLASH — Inserts a Flash

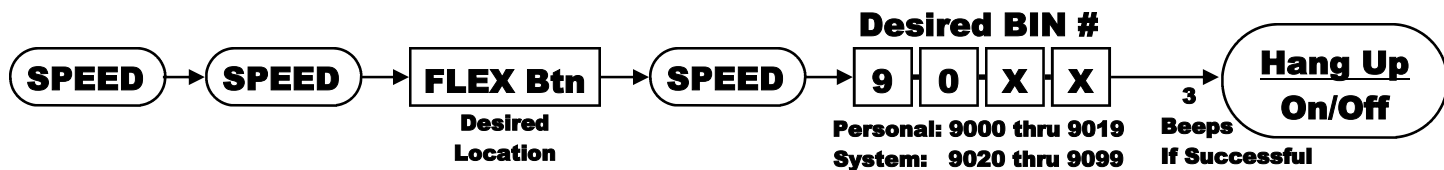


To Check the Number Programmed in a Speed-dial BIN:
Follow Steps (1 thru 3) The # programmed will appear in the Upper-Left of the Screen. Hang-Up to Exit, or Enter NEW Phone # (Step 4).

To Program Multiple Speed-dial BIN's:
Follow Steps (1 thru 5) then (2 thru 5) repeatedly until completed then (6)

Step #2. (Phone Button)

Attaching a Pre-programmed Speed-dial BIN to a FLEXIBLE Button:



Dialing a Telephone # from a Pre-programmed Speed-dial BIN:

