

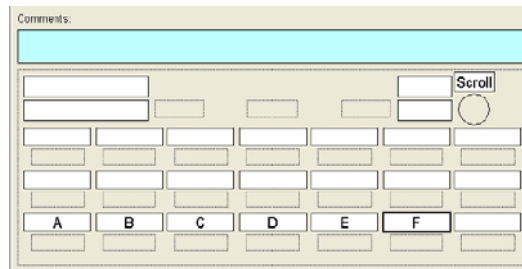
## Programming Personal Station Speed Dial (VoIP Keysets)

1. **With handset on hook**, press the **“Transfer”** key.
2. Dial **“105”**
3. Dial **“speed dial bin number”** (**“00”** through **“09”**).  
(By default, each phone has 10 personal speed dial bins).
4. Dial **“9 plus phone number”** for designated speed dial bin number.  
(Example: “93039224708”).
5. Press the **“right soft-key”** to save number.
6. Repeat Steps 3 through 5 for up to 10 personal speed dial bins.
7. When finished, press the **“Transfer”** key.

If it is necessary to enter a “FLASH” or a “PAUSE” in the number being programmed, use the following illustration:

### All Phone Models (12-Button / 21-Button / 7-Button)

**“B”** = FLASH  
**“C”** = PAUSE



If desired, a name can be associated with a speed dial number:

1. **With handset on hook**, press the **“Transfer”** key.
2. Dial **“106”**
3. Dial **“speed dial bin number”**  
(**“00”** through **“09”**)
4. Using table at right, enter the **“name,”** using the arrow keys to move cursor left and right.  
(To clear name and start over, press the **“Hold”** key)
5. Press the **“right soft key”** to save name.
6. Repeat Steps 3 through 5 for up to 50 personal speed dial bins.
7. When finished, press the **“Transfer”** key.

Count	1	2	3	4	5
<b>Dial 0</b>	Q	Z	.	)	0
<b>Dial 1</b>	space	?	,	!	1
<b>Dial 2</b>	A	B	C	@	2
<b>Dial 3</b>	D	E	F	#	3
<b>Dial 4</b>	G	H	I	\$	4
<b>Dial 5</b>	J	K	L	%	5
<b>Dial 6</b>	M	N	P	^	6
<b>Dial 7</b>	P	R	S	&	7
<b>Dial 8</b>	T	U	V	*	8
<b>Dial 9</b>	W	X	Y	(	9
<b>Dial *</b>	:	=	[	]	*