

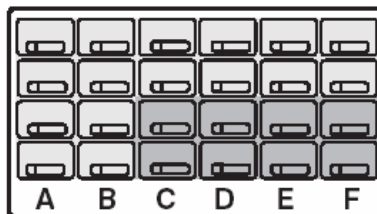
## Programming System (Company) Speed Dial (DCS-Style Keysets)

1. **With handset on hook**, press the **“Transfer”** key.
2. Dial **“200”**
3. Enter **“Passcode”** (See System Administrator).
4. Press **“1”**
5. Press **“Speaker”** key.
6. Dial **“705”**
7. Enter **“speed dial bin number”** (**“500”** through **“699”**).  
(By default, there are 200 system speed dial bins, which begin at “500”).
8. Dial **“9 plus phone number”** for designated speed dial bin number.  
(Example: “93039224708”).
9. Press **“right soft-key”** to save number.
10. Repeat Steps 7 through 9 for up to 200 system speed dial bins.
11. When finished, press the **“Transfer”** key.

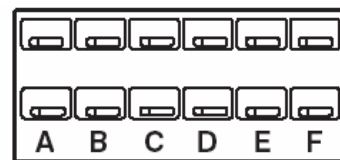
If it is necessary to enter a “FLASH” or a “PAUSE” in the number being programmed, use the following illustration:

**“B”** = FLASH  
**“C”** = PAUSE

**24-Button Phone**



**12-Button Phone**



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

1. **With handset on hook**, press **“Transfer”** key
2. Dial **“106”**
3. Enter **“speed dial bin number”**  
(**“500”** through **“699”**)
4. Using table at right, enter **“name,”** using arrow keys to move cursor left and right.  
(To clear name and start over, press **“Hold”** key)
5. Press **“right soft key”** to save name.
6. Repeat Steps 3 through 5 for up to 200 system speed dial bins.
7. When finished, press the **“Transfer”** key.

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