

# **PERSONAL SPEED DIALS – 12/24 Button- display Handsets**

WITH THE HANDSET ON THE HOOK

- 1 PRESS THE TRSF BUTTON
- 2 DIAL 200
- 3 DIAL 1234
- 4 DIAL 1
- 5 PRESS THE SPEAKER BUTTON
- 6 PRESS 105

## **YOU ARE NOW READY TO ENTER YOUR SPEED DIALS**

- 7 DIAL THE EXTENSION NUMBER YOU WOULD LIKE TO ADD SPEED DIALS TO
- 8 PRESS YOUR VOLUME + KEY TO FIND YOUR NEXT BLANK SPEED DIAL
- 8 PRESS YOUR RIGHT SOFT TOUCH KEY (THE THREE BUTTONS DIRECTLY BELOW THE SCREEN ARE CALLED THE SOFT TOUCH KEYS)
- 9 DIAL 9 FOR AN OUTSIDE LINE
- 10 ENTER THE TELEPHONE NUMBER YOU DESIRE (IF YOU MAKE A MISTAKE PRESS THE HOLD KEY TO DELETE ALL THE NUMBER INCLUDING THE 9 FOR A OUT SIDE LINE)
- 11 PRESS BUTTON 12 OR 24 DEPENDING ON WHICH HANDSET YOU HAVE (THE VERY LAST BUTTON ON THE RIGHT SIDE OF THE HANDSET)
- 12 ENTER THE NAME OF THE CONTACT BY USING THE KEYPAD AND VOLUME + FOR A SPACE BETWEEN WORDS, OR IF YOU NEED TO USE THE SAME BUTTON TWICE i.e A AND C (IF YOU MAKE A MISTAKE PRESS THE HOLD KEY TO DELETE THE NAME AND START AGAIN, THIS WILL NOT DELETE THE NUMBER)
- 13 PRESS THE TRSF KEY TO SAVE THE SPEED DIAL AND EXIT **OR** PRESS BUTTON 12 OR 24 DEPENDING ON WHICH HANDSET YOU HAVE, THEN PRESS YOUR LEFT SOFT TOUCH KEY TO TAKE YOU BACK TO STEP 7