

System Speed Dials – 14/38 Button Handsets

WITH THE HANDSET ON HOOK

- 1 PRESS THE TRSF BUTTON
- 2 DIAL 200
- 3 DIAL 1234
- 4 DIAL 1
- 5 PRESS THE SPEAKER KEY
- 6 DIAL 705

YOU ARE NOW READY TO ENTER YOUR SPEED DIALS

- 7 PRESS YOUR VOLUME + KEY TO FIND YOUR NEXT BLANK SPEED DIAL (MAKE A NOTE OF THE SPEED DIAL NUMBER i.e 507)
- 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 THE SPEAKER BUTTON TWICE
- 12 TYPE IN THE SPEED DIAL NUMBER THAT RELATES TO THE TELEPHONE NUMBER YOU JUST ENTERED i.e 507
- 13 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)
- 14 PRESS THE TRSF KEY TO SAVE AND EXIT **OR** PRESS THE SPEAKER BUTTON TO TAKE YOU BACK TO STEP 6