System and Personal Speed Dial Instructions:
DO NOT LIFT RECEIVER

*System Speed Dials are entered from the Administrative extension (usually 201)*
And use the codes 00 through 89 or 000 through 899
*Personal Speed Dials are entered from the individual phone*
And use the codes 90 through 99

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**Step 1) Register Outside Number**

Press “FEAT”
Press “SPEED”
Enter the Speed Dial Code (00 thru 89 Or 90 thru 99)
Enter the Outside Telephone Number
Press “FEAT” to end

**Step 2) Register Outside Line Group**

Press “FEAT”
Press “SPEED”
Press # (pound) button
Enter the Speed Dial Code (00 thru 89 Or 90 thru 99)
Enter 01 (for line group 1)
Press “FEAT” to end

**Step 3) Register Speed Dial Name**

Press “FEAT”
Press “SPEED”
Press * (star) button
Enter Speed Dial Code (00 thru 89 Or 90 thru 99)
Register letters of name by using Dial Pad (see below)
Press the corresponding button until letter appears on screen & Press “HOLD”
After each correct letter
Press “FEAT” to end

The name may be 10 characters. If you make a mistake, press the Hold button to back space to the desired position. The numbers on the dial pad represent the following for name registration:

| 1 | -,(space), 1 | 2 | A,B,C,2 | 3 | D,E,F,3 |
| 4 | G,H,I,4 | 5 | J,K,L,5 | 6 | M,N,O,6 |
| 7 | P,Q,R,S,7 | 8 | T,U,V,8 | 9 | W,X,Y,Z,9 |
| * | ALPHANUMERIC | 0 | # |  |  | UPPER/LOWER CASE |