



## **PROGRAMMING OR CHANGING PERSONAL SPEED DIAL**

Programming must be done when phone in idle (no calls incoming or on hold)

The handset is to be left in the cradle while programming

It is recommended that the speed dial list be typed out and on hand before programming

Personal Speed Dial Numbers are not able to have names assigned to them, however, each phone may have their own Personal Speed Dial numbers programmed

Press **FEATURE \*4**

Enter two-digit code from **71 to 94**

Press **Line Key** (select the line you want to use for outgoing calls)

Enter the **phone number** (include 1 + area code for long distance numbers)  
NOTE: if you make an error while entering phone number use volume key to backspace

Press **HOLD**

Press **Release (RLS  )** or

To add/change additional speed dials, repeat instructions

NOTE: to erase a speed dial number press OK after entering the two-digit code