



## **PROGRAMMING OR CHANGING SYSTEM SPEED DIAL 308 Key Service Unit**

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

Please ensure you have the appropriate programming overlay/template for your phone model before entering programming mode

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

Press **FEATURE \* \* 23646**

Password: Enter **23646** (Display Shows: Sys Speed Dial)

Press **SHOW** (Display Shows: Speed Dial #:\_ \_ \_)

Note: System Speed Dial Codes are between 01 & 70

Enter the 2 digit Speed Dial # you want to program or change

Press **SHOW**

Press **CHANGE**

Enter the **phone number** (include 1 + area code for long distance numbers)

Press **OK**

Press **NEXT** (Display Shows: Use Prime Line)

Press **NEXT** (Display Shows: Display digits: N) you can change it to show the phone number of the speed dial or you can go to next step to enter a name that will show on the display for the speed dial


Press **NEXT**

Press **CHANGE**

Using the keypad **enter the name**

Press **OK**

Press **Heading** to program the next Speed Dial Code or

Press **Release (RLS  )** to end programming session