

Speed Dial Numbers

Your system administrator may program frequently used external numbers for all users to access. You may also program 10 external numbers on your own phone. System speed numbers are 000–999; individual speed numbers are *0–*9.

When using the **Optiguide menu**,

To **program** a station speed number,

- Use the arrows to scroll to and select “**Program/service?**”
- Select “**Change speed dial?**”
- At “**Enter index:**” enter the code (*0 to *9) you want to assign to the number. Select “**Next**” to scroll through the index options.
- Scroll to and select “**Change?**”
- At “**Enter destination:**” enter the number. Don’t forget the outside line access number.
- Select “**Save?**”

To **dial** a station speed number,

- Scroll to and select “**Program/Service?**”
- Scroll to and select “**Use speed dialing?**”
- Enter the desired **speed dial code**.

When using a **programmed key**,

To **dial** a station speed number,

- Press the “**Speed dial**” key.
- Enter the desired **speed dial code**.

You must use the Optiguide menu to program station speed dial numbers

When using **Feature Access Codes**

To **program** a station speed number,

- Press * **9 2**.
- Follow instructions on the Optiguide Menu.

To **dial** a station speed number,

- Press * **7**.
- Enter the desired **speed dial code**.

