



Using Speed Dial

You can use speed dial to quickly dial stored phone numbers. Speed-dial numbers are either stored in the system (System Speed Dial) or in your endpoint (Station Speed Dial).

Using System Speed Dial

Your system administrator assigns Speed-Dial location numbers, which are available to everyone in the system. Contact your system administrator for more information.

To view or dial System Speed-Dial numbers:

1. Dial **381**. REVIEW SYS SPEED # *<code range>* appears.
2. Do one of the following:
 - Press  (Up) or  (Down) to scroll through the speed-dial locations.
 - Enter the speed-dial location (**000 to 999** or **0000 to 4999**).
3. Press **#** to dial the number.



Using Station Speed Dial

You can use Station Speed Dial to store phone numbers for your personal use. Other system users do not have access to your Station Speed-Dial numbers.

Storing Station Speed-Dial Numbers

You can store up to 10 Station Speed-Dial numbers.


To store a Station Speed-Dial number:

1. With the handset on-hook, dial **383**. PROGRAM STN SPD (0-9) OR SCROLL appears.
2. Do one of the following:
 - Press  (Up) or  (Down) to scroll through the speed-dial locations.
 - Enter the speed-dial location (**0 to 9**).
3. Press **#** to select the location.
4. Enter the name of the speed-dial contact (up to 10 characters). For dialpad character descriptions, see “Using the Dialpad Buttons to Enter Characters” on [page 22](#).
5. Press **#** to save the name.
6. Enter the extension number or external number. If you are storing an external number, enter the Outgoing Call access code (the default code is **8**) before you enter the number. Do not use hyphens or colons in stored speed-dial numbers.
7. Press **#** to save the location. STN SPD BIN # *<number>* UPDATED appears.

Using the Dialpad Buttons to Enter Characters

You can use the dialpad buttons to enter text or numbers for features such as Station Speed Dial above and Do-Not-Disturb on [page 39](#).

The following are guidelines when entering dialpad characters:


- Press the **MSG** button to switch from Alpha Mode to Numeric Mode. The **MSG** button stays lit in Alpha Mode—it is off in Numeric Mode.
- Press the **MUTE** button to move the cursor to the left and delete characters.
- Press the **FWD** button to move the cursor to the right.
- In Numeric Mode, press **#** for a hyphen (-).
- In Numeric Mode, press ***** for a colon (:).
- Press **#**, , or lift and replace the handset to save entries.

To use the dialpad to enter characters:

Press the dialpad buttons as shown in the following table.³

	Number of Times Button is Pressed										
	1	2	3	4	5	6	7	8	9	10	11
Button	English/Spanish Characters					Japanese (Katakana) Characters					
1	-	&	()	1	A	I	U	E	O	a
2	A	B	C	'	2	KA	KI	KU	KE	KO	i
3	D	E	F	!	3	SA	SHI	SU	SE	SO	u
4	G	H	I	*	4	TA	CHI	TSU	TE	TO	e
5	J	K	L	#	5	NA	NI	NU	NE	NO	o
6	M	N	O	ñ	6	HA	HI	FU	HE	HO	tsu
7	P	Q	R	S	7	MA	MI	MU	ME	MO	ya
8	T	U	V	?	8	YA	YU	YO	.	,	yu
9	W	X	Y	Z	9	RA	RI	RU	RE	RO	yo
0	@	:	.	,	0	WA	WO	N	pa	ba	long

For example, to enter **May 31**, you could use the following sequence:

1. In Alpha Mode (**MSG** button is lit), press **6** once to enter an “M.”
2. Press **2** once to enter an “A.”
3. Press **9** three times to enter a “Y.”
4. Press **FWD** to enter a space.
5. Press **MSG** to switch to Numeric Mode.
6. Press **3**.
7. Press **1**.
8. Press , **#**, or lift the handset to save the entry.

3. Japanese characters are available only if the Multilingual feature is enabled and if Japanese is installed as the secondary language.

Dialing Station Speed-Dial Numbers

To dial a Station Speed-Dial number:

Do one of the following:

- Dial **382**, and then enter the Station Speed-Dial location number (**0** to **9**). The system dials the number.
- Press **▲** (Up) or **▼** (Down) to scroll through the speed-dial locations, and then press **#** to select the location and dial the number.

You can also program buttons to dial Station Speed-Dial numbers. See “Assigning Speed-Dial Entries to Programmable Buttons” in the following section.

Deleting Speed-Dial Entries

To delete a Station Speed-Dial entry:

1. With the handset on-hook, dial **383**. PROGRAM STN SPD (0-9) OR SCROLL appears.
2. Do one of the following:
 - Press **▲** (Up) or **▼** (Down) to scroll through the speed-dial locations.
 - Enter the speed-dial location (**0** to **9**).

Press **#** to select the location.

3. Press the **MUTE** button repeatedly until the name is erased, and then press **#** to continue.
4. Press the **MUTE** button repeatedly until the number is erased, and then press **#**. STN SPD BIN # <number> UPDATED appears.

Assigning Speed-Dial Entries to Programmable Buttons

You can assign Station or System Speed-Dial numbers to your programmable buttons. Before assigning the speed-dial number to a programmable button, make sure the number has either a Station or System Speed-Dial code assigned to it.

To program a System/Station Speed-Dial button:

1. With the handset on-hook, dial **397**. PRESS THE BUTTON TO PROGRAM appears.
2. Press the feature button that you want to use as a speed-dial button.
3. Dial **382** (Station Speed Dial) or **381** (System Speed Dial).
4. Do one of the following:
 - Press **▲** (Up) or **▼** (Down) to scroll through the speed-dial locations.
 - Enter the speed-dial location (**0** to **9** for Station Speed-Dial or **000** to **999** or **0000** to **4999** for System Speed Dial).