



System Speed Dials

The System Speed Dials allow you to create 3-digit quick dial numbers for a list of company contacts. The system speed dial extension range goes from extension 501 to 599. For example, instead of dialing the phone number 888-920-5685 a system speed dial can be programmed, such as 501. Please note that System Speed Dials are shared between all users in your system.

To Dial a System Speed Dial Number

- ❖ Enter the system speed dial extension between 501 and 599 that is assigned to the number you want to call, and then press Dial.

To Program an Open or Existing System Speed Dial Number

- ❖ Determine which speed dial extension you are going to use. If you want to check if a speed dial extension is open, dial *5 and then 01-99 to check the extension. For example, if you want to see if 501 is available or what number it is programmed to, dial *501 and the system will tell you what number is configured and give you the option to change it.
- ❖ If you want to use extension 501 to forward to 111-222-3333, to enable this speed dial you would dial *501, then press 1 to change the destination. Enter the destination number and then press # when finished.
- ❖ To dial a speed dial, simply enter the extension and then press dial.

To Remove a Programmed Speed Dial Number

- ❖ To remove a configured speed dial extension, dial the extension prefaced with a *. For example, for 501, dial *501. Press 1 to change the destination and then press # to finish. The system will hang up on you and the speed dial number is now removed.