

Quick Reference Guide

Programming System Speed Dials

This guide will explain how to program system speed dials, including assigning a name to the number. This must be done from the operator phone, which is an Alcatel *039 series phone.

Adding the speed dials

By using the navigator keys:

1. Scroll left to “**Menu**”.
2. Press button next to “**Operator**”.
3. Enter your password. This will either be your Main Business Number, or “**help1954**”.
4. Press the button to the right of where you see “**Speed Dial**” on the screen.
5. Press the “**Right**” arrow key to scroll across to a free speed dial entry, and then press the button to the right of where you see “**New**” on the screen.
6. Enter the “**Name**” of the speed dial.
7. Enter the “**Public Number**” for the speed dial
8. Press the “**C**” key twice to return to the main menu once you have finished adding speed dials.

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