

# Quick Reference Guide

## Programming System Speed Dials

This guide will explain how to program system speed dials including assigning a name to the number.

### Activate phone for system programming

Follow the steps below to enter system programming mode:

1. While your handset is on-hook, press “**Transfer**” and then dial “**200**”  
The display shows [ENABLE CUS. PROG. PASSCODE]
2. Dial the four digit passcode: “**1234**”  
The display shows [ENABLE CUS. PROG. - DISABLE].
3. Dial “**1**” to enable.
4. The display shows [ENABLE CUS. PROG - ENABLE].
5. Press “**Transfer**”

The keyset returns to its idle condition.

**NOTE:** You must begin programming within 30 seconds. Once you are in programming, any delay of more than 30 seconds between key strokes will cause the system to automatically close programming.

### Enter or update system speed dials

Follow the steps below to program your system speed dials

1. Press “**Transfer**” and then dial “**705**”  
The display shows [SYS SPEED DIAL 500: 0-0740313066]
2. Dial the speed dial desired (e.g. 505) OR press “**VOLUME UP or DOWN**” to scroll through the list of speed dials until you found the desired speed dial number.  
The display shows [SYS SPEED DIAL 505:                                         ]
3. Press the “**RIGHT**” soft key on the Navigator to start editing the speed dial  
The display shows [SYS SPEED DIAL 505:                                         ]  
Observe the little cursor ( **\_** ) has moved across a column.
4. Enter the access code (i.e. '0') followed by the phone number.  
The display shows [SYS SPEED DIAL 505: 0-0740313026]

5. Press the **“RIGHT”** soft key to save, return to step 2
6. The display shows [SYS SPEED DIAL 505: 0-0740313026]
7. Press **“Transfer”** to leave the programming menu

**NOTE:** You can edit existing speed dials by either typing over the complete number, use the VOLUME UP or DOWN keys during step 4 to move the cursor to the left or right and then correcting a single digit or press hold to delete the whole entry.

To enter or update a name for a system speed dial

1. Press **“Transfer”** and then dial **“706”**  
The display reads [SYS SPEED NAME 500:            ]
2. Press the **“RIGHT”** soft key on the Navigator to start editing the speed dial  
The display shows [SYS SPEED NAME 505: \_            ]
3. Enter the name by using the key pad (e.g. A -2, B – 2-2). To move to a new character use the **“VOLUME DOWN”** key.  
The display shows [SYS SPEED NAME 505: TELEQUIP]
4. Press the **“RIGHT”** soft key to return to step 2.  
The display shows [SYS SPEED NAME 505: TELEQUIP]
5. Press **“Transfer”** to leave the programming menu

**NOTE:** You can edit existing speed dialnames by either typing over the complete number, use the VOLUME UP or DOWN keys during step 4 to move the cursor to the left or right and then correcting a single letter or press hold to delete the whole entry.