

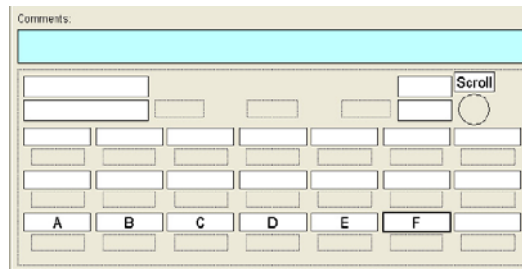
## Programming Personal Station Speed Dial (VoIP Keysets)

1. **With handset on hook**, press the **“Transfer”** key.
2. Dial **“105”**
3. Dial **“speed dial bin number”** (**“00”** through **“09”**).  
(By default, each phone has 10 personal speed dial bins).
4. Dial **“9 plus phone number”** for designated speed dial bin number.  
(Example: **“93039224708”**).
5. Press the **“right soft-key”** to save number.
6. Repeat Steps 3 through 5 for up to 10 personal speed dial bins.
7. When finished, press the **“Transfer”** key.

If it is necessary to enter a **“FLASH”** or a **“PAUSE”** in the number being programmed, use the following illustration:

### All Phone Models (12-Button / 21-Button / 7-Button)

**“B”** = FLASH  
**“C”** = PAUSE



If desired, a name can be associated with a speed dial number:

1. **With handset on hook**, press the **“Transfer”** key.
2. Dial **“106”**
3. Dial **“speed dial bin number”** (**“00”** through **“09”**)
4. Using table at right, enter the **“name,”** using the arrow keys to move cursor left and right.  
(To clear name and start over, press the **“Hold”** key)
5. Press the **“right soft key”** to save name.
6. Repeat Steps 3 through 5 for up to 50 personal speed dial bins.
7. When finished, press the **“Transfer”** key.

| Count         | 1     | 2 | 3 | 4  | 5 |
|---------------|-------|---|---|----|---|
| <b>Dial 0</b> | Q     | Z | . | )  | 0 |
| <b>Dial 1</b> | space | ? | , | !  | 1 |
| <b>Dial 2</b> | A     | B | C | @  | 2 |
| <b>Dial 3</b> | D     | E | F | #  | 3 |
| <b>Dial 4</b> | G     | H | I | \$ | 4 |
| <b>Dial 5</b> | J     | K | L | %  | 5 |
| <b>Dial 6</b> | M     | N | P | ^  | 6 |
| <b>Dial 7</b> | P     | R | S | &  | 7 |
| <b>Dial 8</b> | T     | U | V | *  | 8 |
| <b>Dial 9</b> | W     | X | Y | (  | 9 |
| <b>Dial *</b> | :     | = | [ | ]  | * |