

Basic Partner R1 (10 Numbers) [Installation and Use Manual Pg. 3 - 5, 4 -6]

Basic Partner R2 through R4.1 (60 Numbers) [R4.1 Installation and Use Manual Pg. 5 - 39, 40]

DESCRIPTION

This feature lets you program a list of up to 10 or 60 frequently dialed numbers for the system. Anyone on the system can dial a System Speed Dial number by pressing [*Feature*] (or [#] at intercom dial tone on a standard phone) and the two-digit code from 20 through 29 (20 through 79 Basic Partner R2 - R4.1). You can mark System Speed Dial numbers to override dialing restrictions.

Related Features

System Speed Dialing, which lets users dial a number by pressing four buttons, is different from **Auto Dialing**, which lets users dial a number by pressing a single button.

For instructions on entering special characters (such as Pause) in a number, see **Special Dialing Functions**.

CONSIDERATIONS

To program System Speed Dial numbers that override dialing restrictions, mark them by entering a star [*] before the phone number.

System Speed Dial codes cannot be programmed on Auto Dial buttons.

System Speed Dial numbers can be programmed only from extension 10 or 11, but can be used from any extension.

If the system is connected to a PBX or Centrex system and a dial-out code (usually 9) is needed to place calls outside the PBX or Centrex system, include the dial-out code and one or more pauses (if available) in Speed Dial numbers that must dial out of the PBX or Centrex system.

If you program 911 or other emergency numbers as Speed Dial numbers and want to place test calls, you should: 1) perform such activities in the off-peak hours, such as early morning or late evening and 2) remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.

You can use multiple Auto Dial buttons and Speed Dial numbers during the course of a single call. For example, you can use an Auto Dial button or Speed Dial number to dial the Account Code Entry feature code, and another Speed Dial number to dial the account code.

VALID ENTRIES

Any phone number up to 28 characters consisting of the digits 09, [*], [#], and special dialing functions that you can access by pressing [*Hold*] (Pause), [*Mic/HFAI*] (Stop), [*Spkr*] (Recall), and [*Transfr*] (Touch-Tone Enable)

No number assigned to any code

PROGRAMMING

To program System Speed Dial numbers:

1. At extension 10 or 11, press [*Feature*] [0] [0]. A display similar to the following appears:

PROGRAM EXTENSION 10

2. Select the two-digit code by pressing [*Feature*] and dialing two digits between 20 and 29 (20 - 79 Basic Partner R2 through R4.1). For example, to select code 20, press [*Feature*] [2] [0] .

If a number is assigned already to the code, the number appears on the display. If no number is assigned to the code, a display similar to the following appears:

Blank

3. Enter the number. For example, to program 555 4757, press [5] [5] [5] [4] [7] [5] [7]. The following display appears:

5554757

To mark the System Speed Dial number, precede the number by a [*]. For example, to mark the number 555 1001, press [H] [5] [5] [5] [1] [0] [0] [1]. The following display appears:

*5551001

4. At this point:

To program another System Speed Dial number, start from Step 2.

To program over an existing number, enter the new number after selecting the two-digit code.

To remove a System Speed Dial number, enter the number's two-digit code and press [*Mic/HFAI*] once.

5. Press [*Feature*] [0] [0] to exit programming mode.

USING

System Phone

You can lift the handset or press [*Spkr*] before dialing:

1. If you want to call on a specific line, press the line button (or press [*Intercom*] [8] and the two-digit line number).

2. Press [*Feature*].
3. Dial the two-digit System Speed Dial code (2029 or 20-79). *If you did not specify an outside line or pool, the system automatically selects one, turns on the speaker if the handset is in the cradle, and dials the number. The number being dialed shows on a display phone unless it is a Marked System Speed Dial number.*

Standard Phone

1. Lift the handset. *You hear intercom dial tone.*
2. Press [#].
3. Dial the two-digit System Speed Dial code. *The system automatically selects an outside line and dials the number.*