**How-To Program Common (System) Speed Dial**

**Frequently Used Buttons for this Procedure:**Back Left/Right Up/Down OK End + QWERTY Keyboard
Some of the buttons listed below will appear in your telephone’s display.

1. Press left arrow to access Menu screen.
2. Press Operator button.
3. Password: help1954 then press OK.
4. Press ‘ComSpD’ button.
* Pick an open speed dial number with the left or right button.
* Press ‘New’ and enter the name for the telephone number. You may also enter a first name if required by pressing the down arrow.
* Press OK to save the name.
* Enter the phone number to be dialed and press OK. You will see “Accepted” in your display.
	+ Note: Do not program a 9 into the number.
* To program another entry, press ‘New’ and the system will program the next open speed dial entry.
* To change and existing entry, press ‘Modify’ on the speed dial entry to change and follow the above steps. You may also search for an entry by pressing ‘Goto’ and typing the name of the speed dial.
	+ Note: To delete information within the entry, use the backspace key on the keyboard. To clear the entire entry, press the ‘Clear’ key.

Press ‘End’ button to quit.