

## **HOW TO INPUT SYSTEM & PERSONAL SPEED DIALS & NAMES**

1. From any Samsung Phone press the TRANSFER button and dial 200.
2. Enter pass code 1234.
3. Press 1 to enable customer programming.
4. Press the SPEAKER button and you should see CUS PASSCODE on the screen. Dial 705 for the SYSTEM speed dial (which starts at 500) and dial 105 for the STATION speed dial (which starts at 00). Use the volume arrow up to find a blank spot (ex: 500 or 00). When you find the spot, dial the phone number. You must enter a trunk code. In most cases it is a 9 dialed before the phone number - this grabs you an outside line in the dialing string. You then enter the phone number that you are trying to program. The area code needs to be entered for local calls and 1 + area code for long distance calls.
5. To input the name after you program the number you will press the SPEAKER button which will take you to the naming the speed dial, regardless whether you are programming station or system speed dials. You must enter the location number that you just programmed ex: 500 or 00 and use the keypad to enter the name (ex: For 'A' you press 2 once and for 'C' you would press 2 three times).
6. You use the volume keys to go forward or backward, if you make a mistake, pressing the HOLD button will erase the whole line and you will have to start that line again.
7. It is usually easier to input all the speed dials in the system speed dial bin. The only problem with this is any "secret numbers" can be seen by anyone using the "DIR" or directory button.
8. Press the TRANSFER button to save and exit.