

Adding a Speed Dial Button

1. Access the Speed Dial application by pressing the **SpDial** softkey. *The Speed Dial Main screen displays.*
2. Press the **Add** softkey. *The Speed Dial Name Entry screen displays, with a cursor in the Name field (See instructions on entering data).*
3. Use the dial pad to enter the name of the person being added to a Speed Dial button. Use up to 13 characters, or press Cancel to return to the Speed Dial Main screen without adding a name.
4. After completing the Name field, press Done. The Speed Dial Number Entry screen displays, with the prompt "Use dial pad to edit Number (<25)".
5. Use the dial pad to enter the telephone number of the person for whom you are adding the Speed Dial button. Use up to 24 characters and the **Symbol** softkey to insert appropriate spaces, hyphens slashes, etc. in the number being entered. Include any trunk number(s) needed to obtain an outside line.
6. Verify the Name and Number entered in Steps 3 and 5 are correct. To change an entry, use the **Left Arrow** Line/Feature button and/or the **Right Arrow** Line/Feature button to move the cursor to the right of the character(s) to be changed. Press the **Backspace** Line/Feature Button to remove that character, and re-enter that character. Alternately, to erase a field entirely, select that field by pressing the **Clear** Line/Feature button; you can then enter new data in the cleared field.
7. When the Name and Number are correct, press the **Save** softkey to add the information to a Speed Dial button. (Press the **Cancel** softkey to exit without saving.) *The Name/Number entry is added to the Speed Dial list in alphabetical order by Name. The Speed Dial Main screen redisplay, allowing you to verify that the new button is now available for automatic dialing.*
8. To add another Speed Dial button, repeat this procedure from Step 2.
9. To exit the Speed Dial application, press the **Phone/Exit** () button.

Note: You can position an entry at the beginning of the list, out of alphabetical order, by placing a space, asterisk, etc. as the first character of the name. For example, "*Bruce" would be placed before "Aaron" on the list.

Updating Speed Dial Button Label Information

Use the following procedure to change the name or number associated with a Speed Dial button.

1. Access the Speed Dial application by pressing the **SpDial** softkey. *The Speed Dial Main screen displays.*
2. Use the **Page Left** and/or **Page Right** buttons as appropriate until the entry you want to update displays.

3. Press the **Edit** softkey. *The prompt "Select entry to edit." displays.*
4. Press the Line/Feature button corresponding to the button you want to update. *The Speed Dial Name Entry screen displays, with the cursor to the right of the current name entry (See instructions on entering text).*
5. To change the name, use the **Left Arrow** Line/Feature button and/or the **Right Arrow** Line/Feature button to move the cursor to the right of the character(s) to be changed. Press the **Backspace** Line/Feature button to remove the character(s), and re-enter the character(s). Or, press the **Clear** Line/Feature button to remove the name entirely, then retype it. The Name field allows up to 13 characters.
6. After changing the name, or to change the number without changing the name, press **Done**. *The Speed Dial Number Entry screen displays the prompt "Use dial pad to edit Number (<25)." with the cursor positioned at the end of the Number field.*
7. To change the telephone number, use the **Left Arrow** Line/Feature button and/or the **Right Arrow** Line/Feature button to move to the cursor to the right of the character(s) to be changed. Press the **Backspace** button to remove the character(s), and re-enter the character(s). Or, press the **Clear** Line/Feature button to remove the number entirely, then retype it. The Number field allows up to 24 characters.

Note: Pressing Cancel at any time returns you to the Speed Dial Main screen without updating the label.

8. When the Name and/or Number have been updated, press the **Save** softkey to update the Speed Dial button. *The Name/Number entry is updated, and all Speed Dial buttons are re-sorted in alphabetical order by Name. The Speed Dial Main screen redisplay.*
9. To update another Speed Dial button, repeat this procedure from Step 2.
10. To exit the Speed Dial application, press the **Phone/Exit** () button.

Deleting a Speed Dial Button Label

1. Access the Speed Dial application by pressing the **SpDial** softkey. *The Speed Dial Main screen displays.*
2. Use the **Page Left** and/or **Page Right** buttons as appropriate until the entry you want to delete displays.
3. Press the **Delete** softkey. *The prompt "Select label to delete." displays.*
4. Press the Line/Feature button that corresponds to the button you want to remove. *The Speed Dial Deletion screen displays the prompt "Press Delete again to confirm."*
5. Visually verify that you want to delete the Name and Number displayed, then choose one of the following options:

If you want to	Then
Cancel the deletion without removing this Speed Dial button	Press Cancel . <i>No deletion occurs. The Speed Dial Main screen displays.</i>
Complete removing this Speed Dial button	Press Delete . <i>The label is removed. The remaining Speed Dial buttons are re-sorted by Name and the Speed Dial Main screen displays.</i>

Entering Data on Speed Dial Screens

Entering data into your telephone is very similar to entering characters into your cellular phone. It might be a good idea to review this section if you are unfamiliar with this technique.

- **Entering Characters Using the Dial pad**

Use the dial pad keys 0 through 9, * and # to enter characters in a Name or Number field.

To select a field, press the Line/Feature button on either side of the field to which you want to move.

When entering a Name, the first press of a dial pad key displays the first alphabetic character associated with that key to the right of the current cursor position. This character is shown in lower case and the cursor does not move. A subsequent press of the same key replaces the character shown with the next alphabetic character assigned to that key (still in upper case), or the number assigned to that key, if all three alphabetic characters have been displayed.

For example, pressing the "2" on your dial pad displays the letter "A." Pressing the 2 key again replaces the A with a "B," pressing it again replaces the B with a "C" and pressing it again replaces the C with a "2." Pressing it again redisplay the letter "A," and so on. Pressing a different key moves the cursor one position to the right and displays the first alphabetic character associated with that key. All letters after the first display by default in lower case. Repeat this key press/entry process to enter the rest of the party's name. And, you can use the **Left Arrow** (←) and **Right Arrow** (→) softkeys to move the cursor to the left or right, respectively.

When entering a telephone number in the Number field, your telephone recognizes a key press as a numeral (or typographic character such as * or #) and automatically moves the cursor to the right.

To enter numbers or other characters press the **Mode** key to display either "**alpha**" (lower-case letters), "**ALPHA**" (upper-case letters), "**Num**" (for numbers or typographic characters such as * or #), or "**Symbol**" (use the Line/Feature buttons to select a symbol). The **More** softkey or the **Page Right** or **Page Left** buttons on the phone to access additional pages of symbols. When selected, the symbol is automatically inserted to the right of the last character in that field on that line, and you automatically return to the alpha mode.

Note: You can enter text while on a call, however, you automatically exit text entry mode if you go off-hook (either via the headset/handset or by a fixed button like Transfer). Also, you automatically exit text entry mode if you cause another screen to display (for example, by pressing Save or Cancel, or pressing the button).

- **Editing During or After Entry**

Editing commands display below the Name or Number field, next to certain Line/Feature buttons. The commands and their actions are:

Backspace (Line/Feature Button 3) - Deletes the character to the immediate left of the cursor.

Clear (Line/Feature Button 6) - Removes all characters from the field in which the cursor currently resides.

Case (Softkey 2) - Changes the character to the right of the cursor from lower case to upper case or vice versa, depending upon its original case.

Note: that when entering a name, the first character entered is initially displayed in upper case, with subsequent characters initially displayed in lower case letters.

Symbol (Softkey 3) - Displays the Symbol Character screen, from which you may select one of the following attributes:

- **Period** (Line/Feature Button 1) - Inserts a period at the cursor position.
- **Comma** (Line/Feature Button 2) - Inserts a comma at the cursor position. In a Number field, a comma creates a short pause when the telephone automatically dials that number
- **Hyphen** (Line/Feature Button 3) - Inserts a hyphen at the cursor position.
- **Space** (Line/Feature Button 4) - Inserts a blank space at the cursor position.
- **Slash /** (Line/Feature Button 5) - Inserts a slash at the cursor position.
- **Apostrophe '** (Line/Feature Button 6) - Inserts an apostrophe at the cursor position.

Note: Some of the above commands, such as **Case**, appear only when there is data in the field in which the cursor is positioned. Pressing one of these buttons causes the respective action to be taken at the current cursor position.

- **Name Entry Example**

To add a Speed Dial button for Jane O'Hara, you would typically use the following sequence:

- 5 (J)
- 2 (a)
- 66 (n)
- 33 (e)
-  (Right Arrow softkey to move the cursor one space to the right)
- 666 (o)
- **Case** (Softkey 2) to change the "o" to upper case
- **Symbol** (Softkey 3) to display the Symbol Character screen
- Line/Feature Button 6 (**Apostrophe**)
- 44 (h)
- **Case** (Softkey 2) to change the "h" to upper case
- 2 (a)
- 77 (r)
- 2 (a)