

VODAVI TELEPHONE: CREATING A SPEED BIN

STATION SPEED NUMBERS CAN BE ENTERED BY
PERSONAL USERS AT THEIR OWN STATIONS.

SYSTEM WIDE SPEED NUMBRES **MUST** BE PROGRAMMED
AT THE ATTENDANT TELEPHONE,
TYPICALLY STATION 100.

CHOOSE YOUR SPEED BIN NUMBER TO PROGRAM:

**Depending on the software level of your system, you will choose either a three digit bin or a four digit bin.*

- **Use: 000-019 or 9000-9019**
FOR **SATION ONLY** SPEED NUMBERS
- **Use: 020-999 or 9020-9099**
FOR **SYSTEM WIDE** SPEED NUMBERS

1. DIAL THE SPEED BUTTON TWICE: ENTER THE CODE ABOVE, IN YOUR LCD YOU WILL SEE A READ OUT THAT SAYS THE TELEPHONE NUMBER AND BELOW THAT, THE BIN THAT THE TELEPHONE NUMBER IS IN.
2. IF THERE IS NO TELEPHONE NUMBER, THEN IT IS AN EMPTY BIN. IF THERE IS A TELEPHONE NUMBER, YOU CAN USE THAT NUMBER OR SIMPLY ENTER A NEW TELEPHONE NUMBER TO REPLACE IT. ***MAKE SURE THAT YOU ENTER THE AREA CODE FIRST, FOR LONG DISTANCE NUMBERS.***
3. ONCE YOU HAVE ENTERED THE TELEPHONE NUMBER INTO THE BIN, PRESS THE SPEED BUTTON ONE TIME AND THEN PRESS THE ON/OFF BUTTON. MAKE SURE YOU WRITE DOWN THE SPEED BIN OF THE NUMBER.