

# VODAVI TELEPHONE: PROGRAMING A SPEED BUTTON

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.*

*In order to create a one-touch speed dial button, you must know the speed bin number that you have used to store the telephone number.*

1. KEEP YOUR HANDSET IS IN THE CRADLE OF YOUR TELEPHONE.
2. PRESS THE SPEED BUTTON **TWO** TIMES.
3. PRESS THE FLEXIBLE BUTTON THAT YOU WOULD LIKE TO MAKE INTO A SPEED DIAL BUTTON.
4. PRESS THE SPEED BUTTON **ONE** TIME.
5. DIAL THE SPEED BIN WITH THE NUMBER IN IT THAT YOU CREATED. *A confirmation tone will sound when programing has been done correctly.*
6. HIT THE ON/OFF BUTTON TO COMPLETE PROGRAMING.