

How to create speed dials

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1. Press the *Options* button
2. Enter your password and press *OK*.
3. Scroll down and select the *Programs* button and press the *Edit* button.
4. Select a button to program and select *Dial Number*, then press the *Next* button.
5. Enter the extension or phone number and press the *Next* button.
6. Enter a name, press the * (star) for a period and # for a space, when finished press the *Done* button and then the *Exit* button.