







## To edit your personal speed dials: (1408/1416)

1. Press the **Admin** soft key on the display.
  - If you access phone administration during a call, only the ,  and  buttons still affect the connected call.
2. Use the ▲ up or ▼ down arrow buttons to scroll to **Telephone Programming**. Press **Select**.
3. Use the ▲ up or ▼ down arrow buttons to scroll the display to **Personal Speed Dial**. When displayed, press **Select**.
4. At the **Code:** prompt enter between **80** and **99** to select the speed dial entry that you want to edit.
5. The current setting of the speed dial entry is displayed.
6. To enter a number press **Enter**, dial the number and press **Enter**. To remove the number press **Clear**.
  - The number can be up to 28 characters in length.
  - If your system uses an external dialing prefix, remember to include the prefix.
  - The following keys can be used to enter special dialing commands.

Function	Press to Insert	Character	Description
Pause	 HOLD	P	Inserts a 1.5 second pause.
Transfer	 SPEAKER	R	Send a hook-switch flash signal.
Stop	 CONFERENCE	S	Stop dialing.

- Exit phone administration by pressing the  **PHONE** button. Alternatively use the **Back** button to move to another menu.