**PANASONIC SYSTEM SPEED DIAL PROGRAMMING INSTRUCTIONS:**

**To Store A System Speed Dial Number:**
1. Press PROGRAM
2. Dial \* \* (star, star)
3. Enter system Password: 1234
4. Dial 0 0 1 (zero, zero, one)
5. Press ENTER
6. Dial the speed dial location number (000 through 099) or scroll numerically.
7. Enter the desired telephone number in this format: 9, 1, area code, phone number.
8. Press ENTER
9. Press NEXT or PREV to enter another telephone number
10. When finished entering numbers, press HOLD.
11. Press PROGRAM to exit programming mode

**To Store A System Speed Dial Name:**
1 - Press PROGRAM
2 - Dial \* \* (star, star)
3 - Enter system Password: 1234
4 - Dial 0 0 2 (zero, zero, two)
5 - Press ENTER
6 - Dial the speed dial location number (000 through 099) or scroll numerically.
7 - Enter the name
8 - Press ENTER
9 - Press NEXT or PREV. to enter another name
10 - When finished entering names, press HOLD
11 - Press PROGRAM to exit programming mode

**To Find Out the Speed Dial location number:**

Scroll to the speed dial number you want to edit and press VIEW, it will show you the location number.

**To Dial A System Speed Dial Number From a Desk Phone:**

Press the Auto Dial button. Enter the first 2 letters of the person’s name or scroll alphabetically. When you are on the person’s name that you wish to call, pick up the phone.

**To Dial A System Speed Dial Number From a Cordless Phone:**

Press the VIEW button. Select PBX phonebook. Enter the first two letters of the name or scroll down with the joystick to search alphabetically. Once you are on the name, press the green button to call.