

AVAYA TELEPHONE

HOW TO PROGRAM AND LABEL A SPEED DIAL BUTTON

How to program a Speed Dial button

1. Press the right arrow on the Avaya Navigation round button on a 9611G set or select **“Features”** on the top right corner of the 9641GS Touch screen display panel.
2. From the display panel choose from the menu options **“Abr Program”** function and press **“Select”** or press **OK** on the Navigation button. The red status light will turn on.
3. Select and press **“SD”** button you want to program to . The red status light will turn on.
4. Enter the telephone number. For telephone numbers outside the system remember to dial 99+Area Code+7 digit telephone number.
5. Press **#** to save the number programmed. (follow the “on-screen” step-by-step directions that appears at the top of the display screen) You will hear a confirmation tone.
6. Press the **“Phone”** key to return to the main phone screen.

How to label a Speed Dial button

1. Use the Avaya **“Menu”** key (black button with the **A** icon located directly below the round Navigation button on a 9611G set or below the Touch Screen display panel on a 9641GS).
2. Select *Options & Settings* and press **“Select”** or **“OK”** on Navigation button.
3. Navigate to *Application Settings* and press **“Select”** or **OK** on Navigation button.
4. Navigate to *Personalize Labels* and press **“Select”** or **OK** on Navigation button.
5. Select the button to label.
6. Use the number dial pad to enter the name (i.e. press the “2” key to enter A, B, or C) on a 9611G set or enter the name via the on-screen keyboard on a 9641GS set.
7. Press **“Save”** on a 9611G set or press the green Checkmark on the on-screen keyboard to save the entry.