



Changing System Speed Dial Numbers On Iwatsu Phones

1. Press the FEATURE button then the “#” key followed by the digit “1” (This must be done from an Attendant set which is the main phone from which calls are answered.)
2. Enter “8787” for the password
3. Enter “05” for the Programming Class
4. Place the sage colored template over the keys of the phone
5. System speed dial numbers use the code 00-99. The screen will show “05.01<NUM00 >” on the top line. The bottom line will read “01-“ NUM00 is the speed dial code used by the system to distinguish between speed dial numbers. To enter a speed dial number for position “00” press “01” then the number to be programmed. (01 is the number of the line group the system uses to dial out. Unless otherwise instructed always use 01 for this value). Press the “ENTER” key to store the number.
6. To enter another speed dial number press the “INCR1” button. The number in parenthesis will change. Follow the same procedure listed in step 5 to enter a number.
7. A name can also be assigned to each speed dial entry. Once all the speed dial numbers have been entered, press the “NEXT” key. The screen will show, “05.02<NUM00 >”. To set the name for speed dial number 00; use the dial pad to enter the name of the speed dial entry. For example, the letter “C” would be entered by pressing the “2” key three times. To move to the next letter press “PAUSE”. A maximum of 10 letters can be entered for a name. The “1” key can be used to enter a dash or a period. Press “ENTER” once the name is complete.
8. To move to the next entry press “INCR1”. Follow the instructions in step 7 to complete naming the entries.
9. To move back to a previous item use “DECR1”.
10. To go to the previous heading press “BACK”.
11. To end the programming session pick up the receiver then place it back in the cradle.

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