# SAMSUNG OFFICESERV SYSTEM SPEED DIAL PROGRAMMING GUIDE

## To Change Or Add System Speed Dials Through the Samsung Handset:

- From any handset press the **Transfer key** and dial **[2][0][0]**, the display will show **ENABLE CUS. PROG. & PASSCODE**:

- Enter the passcode *which is [1][2][3][4] as a factory default*

- Press **[1]** to **ENABLE CUS. PROG**, then press the **Speaker Key**

- Enter the system speed dial program by dialing **[7][0][5]**

- Dial the speed dial number required (*e.g. [5][0][5]*) OR press volume **UP** or **DOWN** to make your selection

- Once you have the right speed dial number press the right soft key (*under the display*) to move the cursor under the numbers

- Enter the line access code (*e.g. 9 - the system automatically inserts a dash*) followed by the phone number (*up to 18 digits long*).

- Press the right soft key to return to the speed dial number to change or add more numbers

- ONCE YOU HAVE FINISHED ENTERING THE SPEED DIAL NUMBERS PRESS THE **TRANSFER KEY** TO SAVE & EXIT PROGRAMMING