

VODAVI TELEPHONE: CREATING A SPEED BIN

STATION SPEED NUMBERS CAN BE ENTERED BY PERSONAL USERS AT THEIR OWN STATIONS. SYSTEM WIDE SPEED NUMBRES MUST BE PROGRAMMED AT THE ATTENDANT TELEPHONE, TYPICALLY STATION 100.

CREATE YOUR SPEED BIN:

- 000 TO 019 OR 9000 TO 9019 FOR SATION ONLY SPEED NUMBERS
- 020 TO 999 OR 9020 TO 9099 FOR SYSTEM WIDE SPEED NUMBERS

1. DIAL THE SPEED BUTTON TWICE: ENTER THE CODE ABOVE, IN YOUR LCD YOU WILL SEE A READ OUT THAT SAYS THE TELEPHONE NUMER AND BELOW THAT, THE BIN THAT THE TELEPHONE NUMBER IS IN.

2. IF THERE IS NO TELEPHONE NUMBER, THEN IT IS AN EMPTY BIN. IF THERE IS A TELEPHONE NUMBER, YOU CAN USE THAT NUMBER OR SIMPLY ENTER A NEW TELEPHONE NUMBER TO REPLACE IT. ***MAKE SURE THAT YOU ENTER THE AREA CODE FIRST, FOR LONG DISTANCE NUMBERS.***

3. ONCE YOU HAVE ENTERED THE TELEPHONE NUMBER INTO THE BIN, PRESS THE SPEED BUTTON ONE TIME AND THEN PRESS THE ON/OFF BUTTON. MAKE SURE YOU WRITE DOWN THE SPEED BIN OF THE NUMBER.