



**Merlin Messaging**

One Touch Auto Dial Buttons

**mtel**systems  
Self Service Support

This document will instruct the user on how to store one touch auto dial buttons for either inside extensions (coworkers) or outside telephone numbers.

### **One touch auto dial – Inside**

Follow these instructions if you want to store a one-touch button for calling a coworker's extension quickly. If you store this feature on a button that also has an LED indicator, it will light whenever your coworker is on their phone or has it set to Do Not Disturb (DND).

1. With the phone idle, press MENU > PROG
2. Press the button you wish to program.
3. Press \* 2 2 plus the extension number you wish to store.
4. Press ENTER (Skip this step on 4406D, Partner ETR phones)
5. To store another extension on another button, repeat from step 2. When finished programming, press HOME. (You can also pick up and hang up the handset to exit).

### **One touch auto dial – Outside telephone numbers**

Follow these instructions if you want to store a one-touch button for calling an outside telephone number quickly.

1. With the phone idle, press MENU > PROG
2. Press the button you wish to program.
3. Press \* 2 1 plus the outside number you wish to store.  
NOTE: Enter the phone number the way you would normally call it.  
(For example, 9 plus the number, or, 1+ area code).
4. Press ENTER (Skip this step on 4406D, Partner ETR phones)
5. To store another outside number on another button, repeat from step 2. When finished programming, press HOME. (You can also pick up and hang up the handset to exit).