



Your AVAYA Partner Advanced Communications System (ACS) has a 20 number “Personal Speed Dial” which is unique to each extension.

Users access the speed dial list by pressing FEATURE and then entering a two digit number (80 through 99) that they assign to each entry.

To store personal speed dial numbers

Each user stores personal their personal speed dial numbers locally at their phone

1. While the phone is idle, Press FEATURE and then dial 0 0.
2. Press FEATURE and then enter the 2 digit short code where you wish to store the number. (80 through 99). If there is a number already stored there, you will see it. When you enter the new number, the existing number will be overwritten.
3. Enter the phone number that you wish to store. (Enter it the way you would normally dial it, for example with a 1 or 1 + area code). Other options include:

Erase and leave blank: If you want to erase this short code and leave it blank, press the MIC/HFAI button.

4. If you make a mistake or wish to store another number, repeat from step 2. When finished programming, press FEATURE and then dial 0 0 to exit programming.

Using system speed dial numbers

1. Lift handset or press the Speaker button.
2. Press FEAUTURE and then enter the 2 digit code for the number you wish to call.