



Your AVAYA Partner Advanced Communications System (ACS) has a 100 number “System Speed Dial” which is accessible by all phones on the system.

Users access the speed dial list by pressing FEATURE and then entering a three digit number (600 through 699) that you assign to each entry.

To store system speed dial numbers

NOTE: The entries are stored from Extension 10 or 11 using a Partner 18D or 34D LCD display phone.

1. While the phone is idle, Press FEATURE and then dial 0 0.
2. Press FEATURE and then enter the 3 digit short code where you wish to store the number. (600 through 699). 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:
 - a. **Erase and leave blank:** If you want to erase this short code and leave it blank, press the MIC/HFAI button.
 - b. **Restriction Override:** If there is a restricted extension in your office (such as a lobby or loading dock) entering a * in front of the phone number will allow this number to be dialed from those extensions by overriding the restriction.
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 3 digit code for the number you wish to call.