

Advanced Networking, Inc.

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Adding System Speed Dials

For ESI System

To Add System Speed Dial Numbers

1. From any system phone, press **PROGRAM** and then **HOLD**.
2. Enter your **administrator's password** and then press **#** (pound).
3. Press **1**.
4. Press **7**.
5. Enter the **three-digit speed dial code number**. By default, the range is between 600-699. If you are not sure of your range, please call Advanced Networking, Inc.
6. Enter the **name**, using the keypad. *For example, if you wanted to enter the letter S, you would hit the digit 7 three times.*
7. Press **#** to move on to the next character, repeating **step 6** until you are finished.
8. Once all the letters have been entered, press **#** again to save the name.
9. Enter in the **number** exactly how you normally would dial it from your phone, including the **9** before the number. If it is long distance, you will have to put the 1 and the area code.
10. Press **#** to save the entry.
11. Repeat steps **5-10** if you want to add more.
12. Hang up.

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