

SAMSUNG OFFICESERV SYSTEM SPEED DIAL PROGRAMMING GUIDE

TO CHANGE OR ADD SYSTEM SPEED DIALS THROUGH THE SAMSUNG HANDSET

From any handset press the **Transfer key** and dial **200**, the display will show ENABLE CUS. PROG. & PASSCODE :

Enter customer passcode which is **1234**

Press **1** to ENABLE CUS. PROG, then press the **Speaker Key**

Enter the system speed dial programme by dialling **705**

Dial the speed dial number required (e.g. 505) OR press volume **UP** or **DOWN** to make your selection, once you have the right speed dial number press the right soft key (under the display) to move the cursor under the numbers

Enter the line access code (e.g., 9 - the system automatically inserts a dash) followed by the phone number (up to 18 digits long).

Press the right soft key to return to the speed dial number to change or add more numbers

**ONCE YOU HAVE FINISHED ENTERING THE SPEED DIAL NUMBERS
PRESS THE TRANSFER KEY TO SAVE & EXIT PROGRAMMING**