

MITEL IP PHONE

How do I program speed dials?

- To program a speed dial button, press the free button you want programmed until you see the screen “Speed Dial Edit”.
- Use the keypad to label (alpha or numeric) your speed dial.
- Then use arrow pad to arrow down to “Number”, and enter the number for your speed dial.
- If it is an off-campus number, remember to enter a “9” first for an outside line.
- Press “Save”.
- If you press the very bottom button on the left next to the two dots, it will give you access to additional speed dial buttons you can program.

Unfortunately, any speed dials you had on your Cisco IP phone could not be retained/transferred.