



# User Guide

## How to Setup Speed Dials

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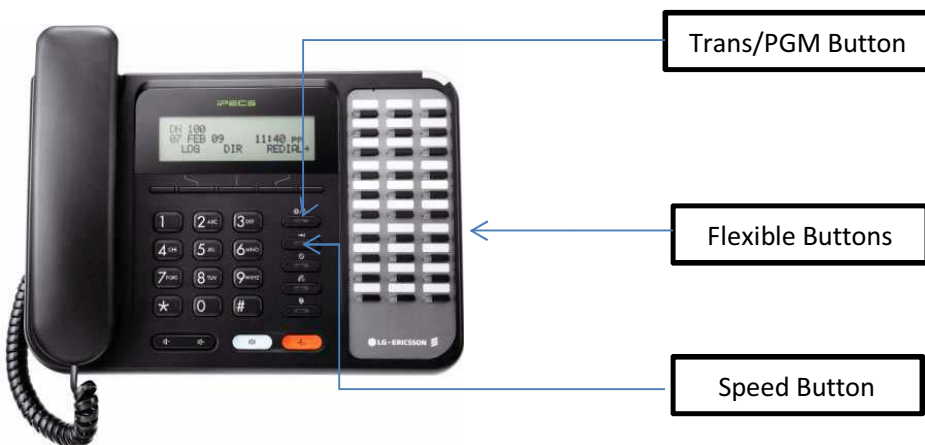
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**LG IPECS  
9000 Series Phones**

**Speed Dial Programming**



Frequently dialed numbers can be stored into Speed Bins for quick access. There are two different kinds of Speed Dial Numbers, Station Speed numbers and System Speed numbers

**Station Speed Numbers**

Each extension has its own set of 20 speed numbers which are not shared with other users. These are called Station Speed Dial Numbers and are located in bins 00-19. You can change these numbers on your own phone without affecting your co-workers speed dial numbers.




*Note: The larger IPECS systems have 100 speed bins per user ranging from 000-099.*



**System Speed Numbers**

System Speed dial numbers are numbers that are shared by the entire system. There are 800 system speed dial bins and they are located in bins 200-999. These numbers are programmed just like Station Speed Numbers, except that they must be programmed at the attendant station. This is usually station 100.


*Note: The larger IPECS systems have 3000 system speed bins ranging from 2000-4999.*

**Program Speed Dial Bins**

- 1) Press the  (Program) button.
- 2) Press the  (Speed) button.
- 3) Enter the speed bin to be programmed. Station Speed Bins are 00-19. System Speed Bins are 200-999.
- 4) Select or dial the CO Line or Line Group that will be used to dial this number. Typically you can just dial "9" to use your main group.
- 5) Enter the phone number to be programmed.
- 6) Press the  (Hold/Save) button to save the entry.


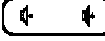
- 7) Enter a name for the Speed Dial number using the chart below.
- 8) Press the  (Hold/Save) button to save the name.
- 9) You can now program your next speed dial number. The system will automatically go to the next speed bin. Just go back to Step 5.
- 10) Once all Speed Dial Numbers have been added, press the  (Speaker) button to quit.

### Using Speed Dial





Dial the speed number programmed by pressing  (Speed) button followed by the bin number.

### Dial By Name

Alternatively, we can dial by name:

- 1) Press the  (Speed) button **twice**.
- 2) Press [2] for the private Directory (Station Speed Dial) or [3] for the Public Directory (System Speed Dial).
- 3) Using the chart below, enter the first letter of the Speed Dial Name or use the  (Volume) key to scroll through the list of Speed Dials.
- 4) Press the "Send" soft-key below the LCD screen to dial.

### Program a Flexible Button for One-Touch Dial

- 1) Press the  (Program) button.
- 2) Press the Flexible button you want to program.
- 3) Press the "TEL NUM" soft-key below the LCD screen.
- 4) Select or dial the CO Line or Line Group that will be used to dial this number. Typically you can just dial "9" to use your main group.
- 5) Enter the phone number to be programmed.
- 6) Press the  (Hold/Save) button to save the entry.
- 7) Enter a name for the Speed Dial number using the chart below. (Optional)
- 8) Press the  (Hold/Save) button to save the name.
- 9) You can now program your next One-Touch Dial number. Once all One-Touch Numbers have been added, press the  (Speaker) button to quit.

Now, if we want to dial that number, we simply press the button we just programmed.

### Character Entry Chart

Use the chart below to locate the letter that allows you to enter text on a display and create customised messages.

Example: To enter the name MARY, you would use the dial pad to enter the number series:

M=61, A=21, R=72, Y=93

A	21
B	22
C	23
D	31
E	32
F	33
G	41
H	42
I	43
J	51
K	52
L	53
M	61
N	62
O	63
P	71
Q	N/A
R	72
S	73
T	81
U	82
V	83
W	91
X	92
Y	93
Z	N/A