# North Florida Communications
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**LG ipLDK-60**
**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 it on set of 100 speed numbers which are not shared with other users. These are called Station Speed Dial Numbers. You can changes these numbers on your own phone without affecting your co-workers speed dial numbers.

**System Speed Numbers**

System Speed dial numbers are numbers that are shared by the entire system. There are 500 system speed dial bins and they are located in bins 2000-2499. These numbers are programmed just like the ones we just did, except that they <u>must be programmed at the attendant station</u>. This is usually station 100.

## Program Speed Dial Bins

1) Select "Menu". This is the up-arrow key on the navigation wheel at the bottom of the phone.

2) Press "3" for Speed Program.

3) Enter the three digit speed bin to be programmed. Station Speed Bins are 000-099. System Speed Bins are 2000-2499

4) Now enter the new phone number to be programmed. (See chart below)

5) Press the soft-key that corresponds with "OK"

6) Enter a name for the Speed Dial number followed by "OK".

7) You can now program your next speed dial number. The system will automatically go to the next speed bin. Input your next speed dial number and repeat the steps we just went through, or simply press "Speaker" to quit.

8) Press "Speaker" to quit.

## Using Speed Dial

Now we can dial the speed number we just programmed by pressing "SPEED" followed by the bin number, which was 000.

## Dial By Name

Alternatively, we can dial by name.

1)Press "Speed" twice.
   The LCD prompts us to dial by intercom name, Station Speed Dial Name, or System Speed Dial Name.

2) Press "2" for Station Speed Dial.

3) Use the Navigation Wheel to scroll through the names. Alternatively, you can also dial the first letter of the Speed Dial Name.

4) To dial the number, press the "Send" soft-key.

## Program a Flexible Button for One-Touch Dial

1) Press the PGM button.

2) Press the Flexible button you want to program.

3) Press SPEED

4) Dial the Speed bin number.

5) Press the SAVE button.

6) Press SPEAKER 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, number, and symbol codes that allow you to enter text on a display and create customized messages.

**Example:** To enter the name MARY, you would use the dialpad to enter the number series:

M = 61, A = 21, R = 73, and Y = 93

| . – 13<br>1 – 10 | A – 21<br>B – 22<br>C – 23<br>2 – 20 | D – 31<br>E – 32<br>F – 33<br>3 – 30 |
|---|---|---|
| G – 41<br>H – 42<br>I – 43<br>4 – 40 | J – 51<br>K – 52<br>L – 53<br>5 – 50 | M – 61<br>N – 62<br>O – 63<br>6 – 60 |
| P – 71<br>Q – 72<br>R – 73<br>S – 74<br>7 – 70 | T – 81<br>U – 82<br>V – 83<br><br>8 – 80 | W – 91<br>X – 92<br>Y – 93<br>Z – 94<br>9 – 90 |
| Blank – *1<br>: – *2<br>, – *3 | 0 – 00 | |