ShoreTel Phones
Program Speed Dial Buttons

You can make customizable changes or reprogram existing speed dial buttons on the phone with the following steps:

1. Press the physical button located beneath the “Options” listing on the main screen.

   ![Main Screen with Options Highlighted]

2. When prompted, enter the voicemail password for the extension and press the # key.

   ![Options Screen with Voicemail Password]

3. Use the ▲ and ▼ navigation keys to scroll to the “Program buttons” option and press the physical button located beneath the “Edit” listing.

   ![Options Screen with Program Buttons Highlighted]
4. Press the call appearance physical button that you would like to program to program.

**NOTE:** These are the circular buttons to the left and right of the screen and any buttons can be programmed except for the top right button.

5. Use the ▲ and ▼ navigation keys to scroll to the “Dial number” option highlighted, press the physical button located beneath the “Select” listing.
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6. Using the number pad, enter the number as if you were making the phone call, and then press the physical button located beneath the “Next” listing.

7. Enter the label to be displayed next to that speed dial button using the number pad, and when finished, press the physical button located beneath the “Done” listing.

NOTE

- Entries can be entered in either T9 text format using the letter associated with each key on the number pad or simply the number as listed.
- To toggle between text characters and numbers press the physical button located beneath the “A -> 1a” listing.
- You can program both internal and external numbers “1234” or “8 864 294 2000.”