



Memory Key Programming

– Saving Telephone Numbers and Names into Memory Keys

(Telephone Models: M9417CW, M9316CW, M9216, M9116, M9009, M8009, M5316, M5216, M5208)

To Save a Telephone Number and Name:

1. Press **SAVE** key.
2. Press the Memory key where you want to save the telephone number.
3. Enter the telephone number using the dial pad (maximum of 24 digits).
Note: If you require a pause (e.g. between a telephone number and an access code), press the **HOLD** key where you want the pause.
4. Press **SAVE** key.
5. To enter a name, follow the *To Enter a Name* instructions below. To skip the name, go to step 6.
6. Press **SAVE** key.
7. Label the memory key.

To Enter a Name:

1. You can program names to correspond with telephone numbers you have entered into the Memory key using the dial pad.
Note: Before you can use the dial pad to enter names, you must first save or edit a telephone number in the Memory key.
2. To program a name, find the dial pad key that has the first character of the name. Keep watching the display as you press the key until that character appears on the display. Press a different dial pad key for the next character. If the next character is on the same key, press → key to move to the next space. To display upper case letters, press the **HOLD** key, then press the appropriate dial pad key. To insert a space, press → key. To backspace and erase a mistake, press ← key.
3. If you wish to change a digit or letter after you have entered it, press ← key to erase it.

Example:

1 = , - ' & . () 1	2 = a A b B c C 2	3 = d D e E f F 3
4 = g G h H i I 4	5 = j J k K l L 5	6 = m M n N o O 6
7 = p P q Q r R s S 7	8 = t T u U v V 8	9 = w W x X y Y z Z 9
* = *	0 = 0	# = #

Editing Memory Keys:

To edit a Memory Key

1. To see its contents, press Memory key
2. Press ← key.
3. If you don't want to change the telephone number, go to step 4. To backspace and erase digits, press ← key. To add digits, use the dial pad.
4. Press **SAVE** key.
5. If you don't want to change the name, go to step 6. To add letters, use the dial pad; see *To Enter a Name* instructions above. To erase letters, press ← key. .
6. Press **SAVE** key.

Deleting Memory Keys:

To delete a Memory Keys:

1. To see its contents, press the Memory key.
2. To erase the telephone number or name in its entirety, press **DELETE** key twice.



Directory Call Log Programming – Saving Telephone Numbers and Names to the Directory (Telephone Models: M9417CW, M9316CW, M9216, M9116)

To Save a Telephone Number and Name using the Dial Pad:

1. Press **SAVE** key.
2. Press **DIRECTORY** key.
3. Enter the telephone number using the dial pad (maximum of 24 digits).
4. Press **SAVE** key. Note: only the telephone number is stored at this point.
5. To enter a name, follow the *To Enter a Name* instructions below. If you do not want a name, go to step 6.
6. Press **SAVE** key.

To Save a Telephone Number and Name from the Display:

1. Ensure that a telephone number is on the display. (For example, access the Redial List, the Caller List, or press a Memory key.)
2. Press **SAVE** key.
3. Press **DIRECTORY** key. If the name is displayed with the telephone number, both are now saved in the Directory.
4. If no name is displayed, you are prompted to enter one. To enter a name using the dial pad, follow the *To Enter a Name* instructions below. If you do not want a name, go to step 5.
5. Press **SAVE** key.

To Enter a Name:

1. You can program names to correspond with telephone numbers you have entered into the Directory or Memory key using the dial pad.
Note: Before you can use the dial pad to enter names, you must first save or edit a telephone number in the Directory or Memory key.
2. To program a name, find the dial pad key that has the first character of the name. Keep watching the display as you press the key until that character appears on the display. Press a different dial pad key for the next character. If the next character is on the same key, press → key to move to the next space. To display upper case letters, press the **HOLD** key, then press the appropriate dial pad key. To insert a space, press → key. To backspace and erase a mistake, press ← key.
3. If you wish to change a digit or letter after you have entered it, press ← key to erase it.

Example:

1 = , - ' & . () 1	2 = a A b B c C 2	3 = d D e E f F 3
4 = g G h H i I 4	5 = j J k K l L 5	6 = m M n N o O 6
7 = p P q Q r R s S 7	8 = t T u U v V 8	9 = w W x X y Y z Z 9
* = *	0 = 0	# = #

Editing a Telephone Number and Name in the Directory:

To edit a telephone number and/or name in the Directory

1. Press **DIRECTORY** key.
2. Press ↑ or ↓ to find the item you want to edit
3. To begin editing, press ← key.
4. To backspace and erase digits, press ← key. To add digits, use the dial pad. If you do not want to change the telephone number, go to step 5.
5. Press **SAVE** key.
6. To change or add the name, use ← key and the dial pad, see *To Enter a Name* instructions above. If you do not want to change the name, go to step 7.

Note: If you edit the wrong item or want to quit without saving changes, press **DIRECTORY** key or **RLS** key.

7. Press **SAVE** key.
8. Press **RLS** key.