



Preparing for 10-Digit Dial Mandate

How To: Manage Speed Dial for Centrex/Plexar Legacy Phones

As part of the 10-Digit Dial Mandate, you may need to verify phone numbers are set to ten digits.

NOTE: Centrex/Plexar are legacy land lines delivered via analog lines from the telephone company. Note, most State of Missouri phones are UC phones.

Manage Speed Dial for Centrex/Plexar Legacy Phones

Speed dial allows a user to program feature keys on your office telephone (Centrex/Plexar) to automatically dial a number.

To Program a Speed Dial Key (leave handset in cradle)

1. Press the key you want to program
2. Enter the 10 digit number (area code, prefix, and 4 digits). If the number is long distance, you will dial 1 + 10 digits (1 + area code + prefix + 4 digits).
3. Press the key again

To Erase a Speed Dial Key

1. Press the key you want to clear
2. Press the # key
3. Press the key again

To Make a Call Using a Speed Dial Key

1. Lift the handset
2. Press the speed dial key