

TO PROGRAM A BUTTON

PROGRAMMING AN OUTSIDE SPEED DIAL BUTTON:

1. Feature *1
2. Press the button that you want programmed
3. Enter the number, including the area code (i.e. 780-986-3330)
4. Press OK to confirm

PROGRAMMING AN INTERNAL EXTENSION NUMBER TO A BUTTON:

1. Feature *2
2. Press the button to be programmed
3. Enter the extension number
4. Done!

PROGRAMMING A FEATURE BUTTON:

1. Feature *3
2. Press the button to be programmed
3. Enter the Feature code (i.e. Feature 986 to program a 'Transfer to Voicemail' button.)
4. Done!