

How to program your own User Buttons (Internal Employees)

- On your home screen on your phone press the Features button (located at the bottom of your screen)
- Arrow down to Phone User and press Select
- Arrow down to Self-Administer and press Select
- Arrow to the right (You should see 25 USER BLF FORWARD) then arrow down to the next open (blank) button and press Replace on your screen
- Arrow Up to User BLF and press Select
- Press DIR (Directory) at the bottom of your screen to search for the User you wish to program or simply enter in their extension number and press Select.
- Once the User is on your screen, press Save
- To enter another user, simply arrow down to the next open (blank) button and follow the same steps
- Once you are done entering in all your users, press your Exit (phone) button to get back to your main screen

How to program your own Speed Dials (External businesses, Cell phone numbers etc.)

- On your home screen on your phone, press the Features button
- Arrow Down to Phone User and press Select
- Arrow Down to Self-Administer and press Select
- Arrow Down to the next open (blank) button OR Existing button and press Replace on your screen – **If you are editing the existing contact – press Edit, and you can change the number and Save**
- Arrow Down to Abbreviated Dial and press Select
- Enter in the phone number (10 Digits) REMEMBER to place you dial out code (8 or 9) in front of the Number and press Save
- Press the More option and then press Label
- Enter in the Business Name or Person's Name by using your keypad (your space key is the 0)
- Once you are done entering the name, press Save
- To enter more simply Arrow down to the next open (blank) button and follow the same steps
- Once you are done entering in all your Speed Dials, press your Exit (Phone) button to get back to your main screen