

# Quick Reference Guide

## Programming Handset Keys

This guide will explain how to change the programming of a key on your phone. Please note when programming the keys on your phone, you will not be able to change line keys.

### **Adding/Changing a key**

1. From the phone you wish to change the key on, press the “**Information**” key. This key is found just under your navigation arrows and is a lower case “**i**” surrounded by a circle.
2. Once you have done that, select the key you wish to change.
3. From there, press the button next to what you wish to change – either the name or number.
4. To change the name, use the keypad at the bottom of your phone. To change the number, use the dial pad to change the number.
5. After you are happy with your changes, press the “**OK**” button.
6. To get back to the main menu, press the “**C**” key once.

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