

Quick Reference Guide

Programming Station Keys

This guide will explain how to change the programming of a station key on your phone.

Change Station Keys using your Desk Phone

Follow the steps below to change the name extensions

1. Press "**Transfer**" and then dial "**200**"
2. Dial the pass code, which is "**1234**"
3. Dial "**1**" to Enable
4. Press "**Speaker**"
5. Dial "**722**" to go to Station Key Programming
6. Dial the extension number (eg. **205**), or use the "**Volume up and down**" keys to select the station, and then press the right button underneath the display.
7. Press the key you want to change.
8. Use the "**Volume up and down**" keys to select the function you want to put on the key. Common functions are:
 - a. **DS**: Supervise and call another extension
 - b. **PAGE**: Perform a page to multiple phones
 - c. **SPD**: Dial a speed dial number
 - d. **VT**: Transfer a call direct to an extension's mailbox.
9. Press the right key under the display to move the cursor. Enter additional information required for the selected function.
 - a. **DS**: Enter the station number to supervise
 - b. **PAGE**: Enter the number of the page group. If left empty, you can select the page group after pressing the key
 - c. **SPD**: Enter the speed dial number (500-599) that you want to call. If left empty, you can access the list of speed dials after you press the button.
 - d. **VT**: Enter the station number you want to send the call to. If left empty, you can enter the extension number after pressing the key.
10. If you enter information that is identical to a key that already exists, the system will ask whether you want to change the programming. If you accept by pressing 1, the other key will be cleared and the function is moved to the selected key.

11. Repeat steps 6-10 to modify other keys.
12. Press **“Transfer”** to save your changes.
13. Press **“Transfer”** and then dial 200.
14. Dial **“0”** to finish programming.
15. Press **“Transfer”** again.

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