

Northside Communications

770-642-9369

www.NSCommunications.com

Programming Buttons

Internal Speed Dial

1. Press Feature Press * 2
2. Press the button you wish to program.
3. Enter the extension number you wish to have associated with this button.

Example:

To program a button for Internal Speed Dial to Extension 221

1. Dial Feature *2
2. Press the button you wish to program.
3. Dial 221

External Speed Dial

1. Press Feature Press *1
2. Press the button you wish to program.
3. Enter the phone number you wish to out dial.

Example:

To program a button to make an external call

1. Dial Feature *1
2. Press the button you wish to program.
3. Dial the phone number you wish to dial 770-555-5555

Feature Button

1. Press Feature Press *3
2. Press the button you wish to program.
3. Enter the Feature you wish to have associated with this button.

Example:

To program a button for Voice Call (Feature 66)

1. Dial Feature *3
2. Press the button you wish to program.
3. Press the Feature key and then 66

Setting the Date and Time

1. Press Feature **TIME
2. Enter password 266344
3. Follow screen prompts to change Date and Time