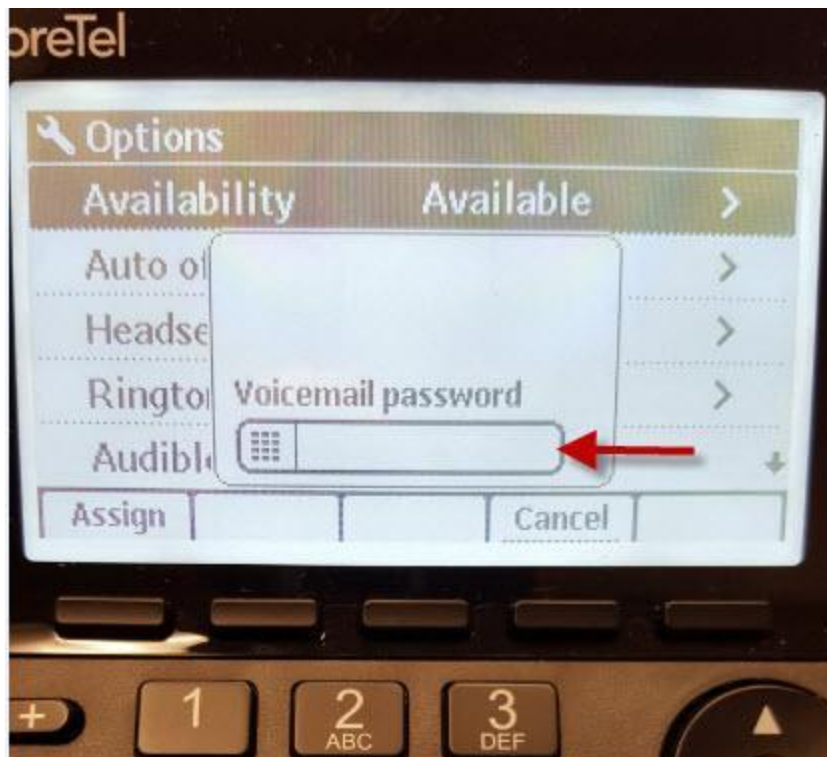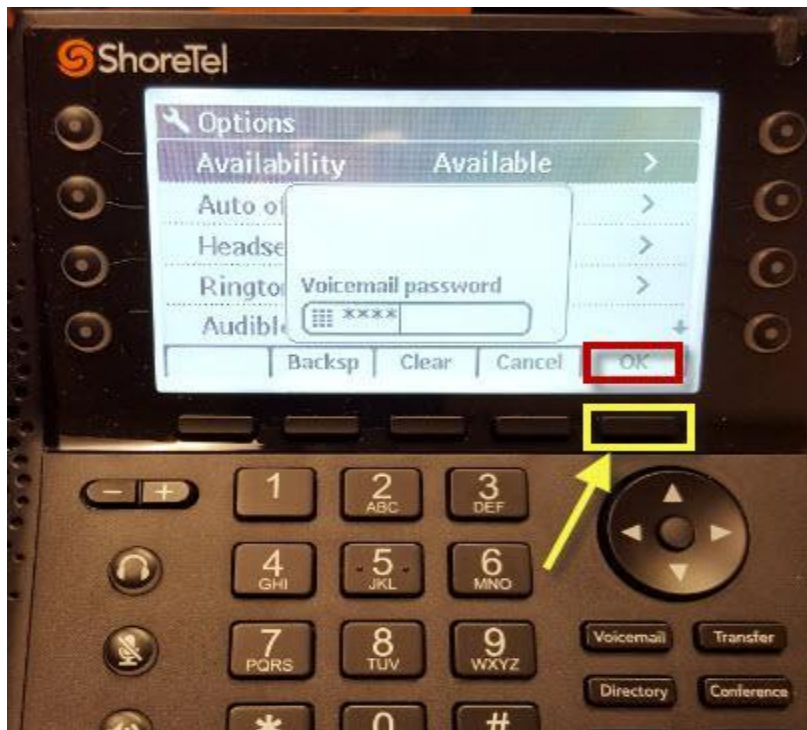# How to assign Quick Call buttons

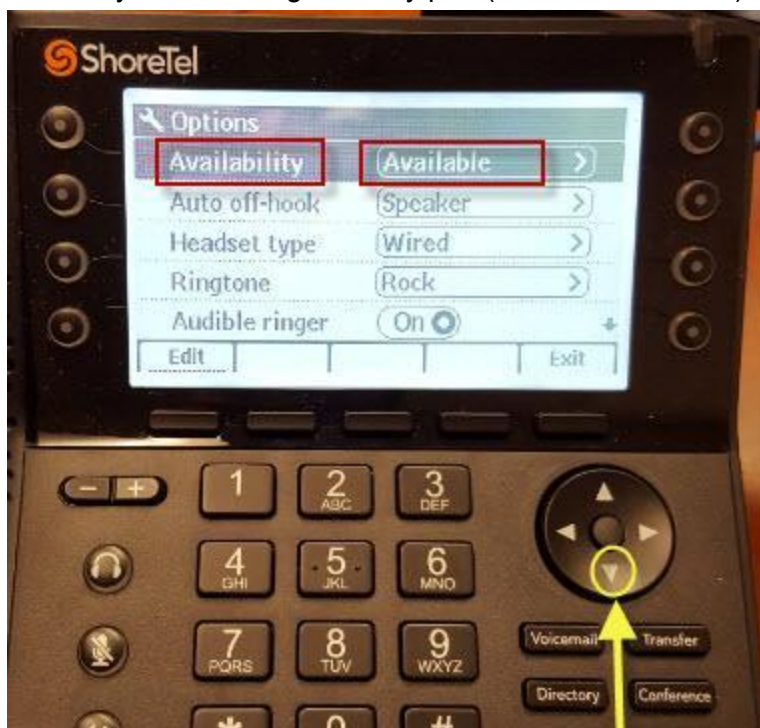1. Press the button associated with **Options** on your phone's screen.
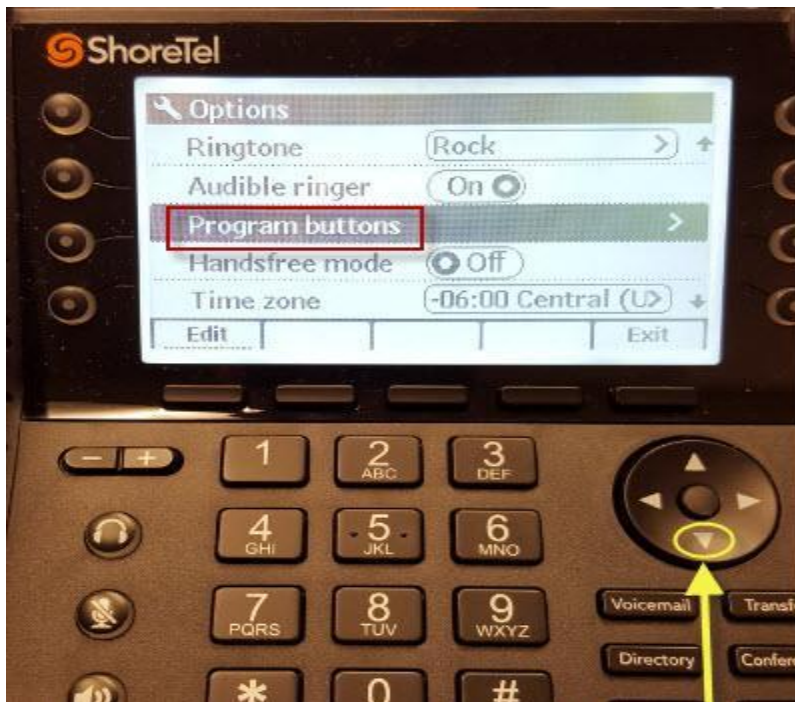

2. Enter your password

3. Press the button associated with **Ok** on your phone's screen.

4. **Availability** should be highlighted with **Available** option highlighted. Press the down arrow key on the Navigation key pad (Wheel with arrows)

5. Continue pressing the down arrow on the Navigation key pad until **Program button** is highlighted.
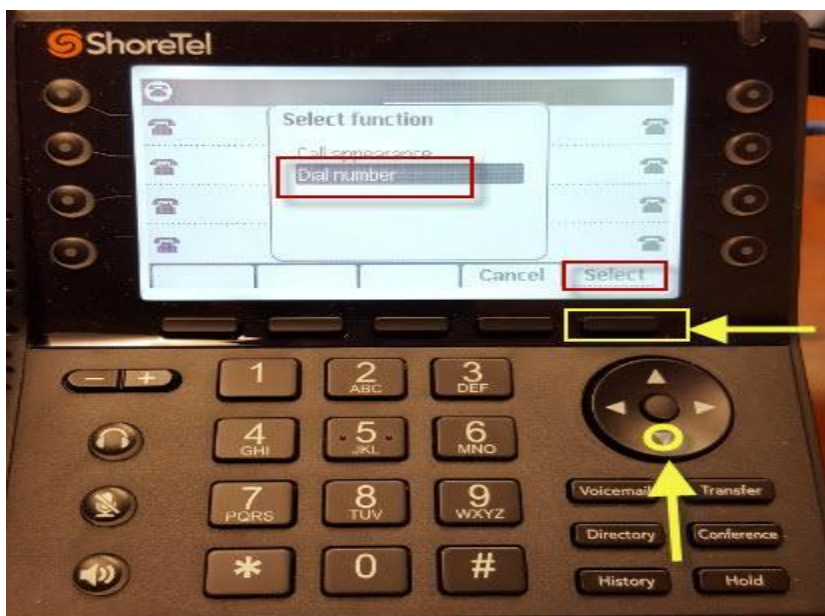

6. Once you have the **Program button** option highlighted, press the right arrow on the Navigation key pad to select.
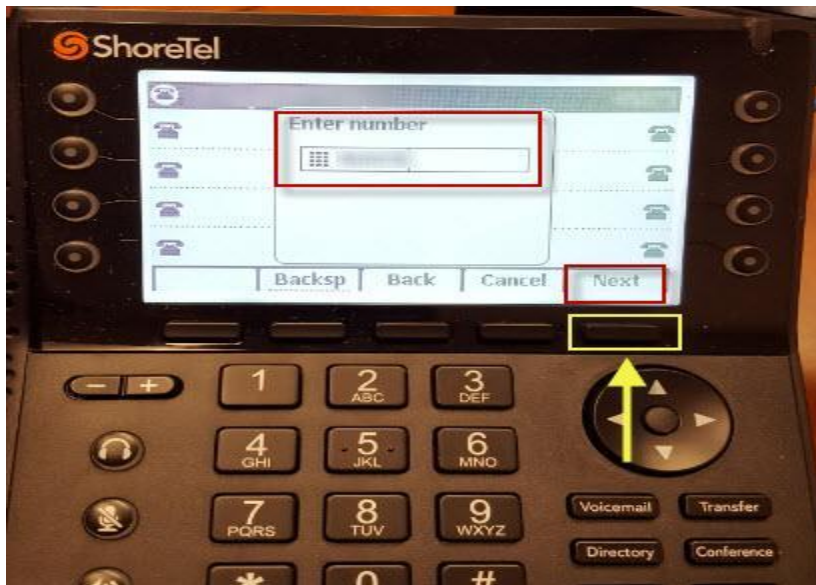
7. You will now see the **Select button to program** window on your phone's display. Select the button you wish to assign to a specific extension. (You can only program up to 7 extensions)
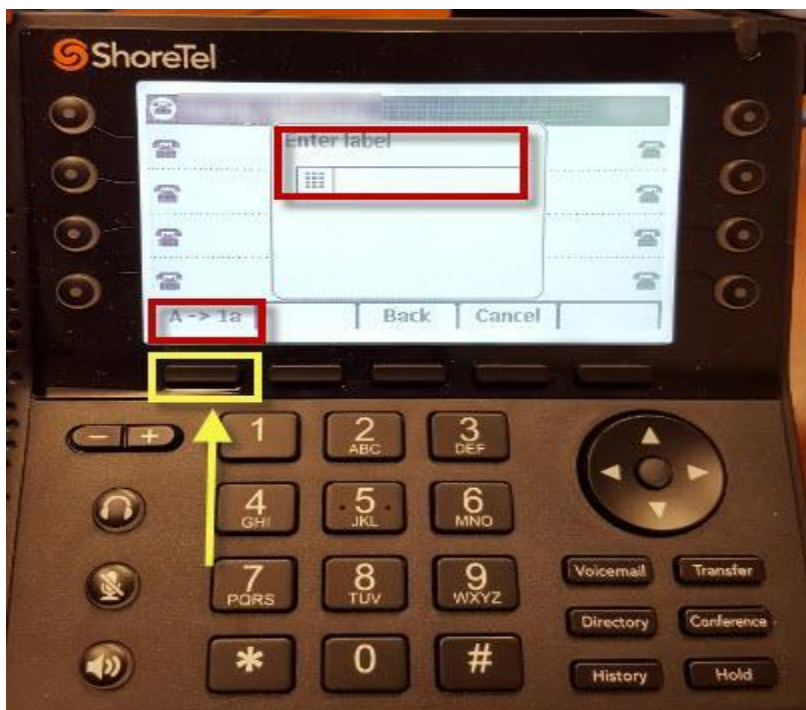

8. Press the Down arrow on the Navigation key pad to highlight **Dial number** and press the button associated with **Select** on your phone's display.

9. Enter the extension number you want associated with the call button you chose and press the button associated with **Next** on your phone's display.
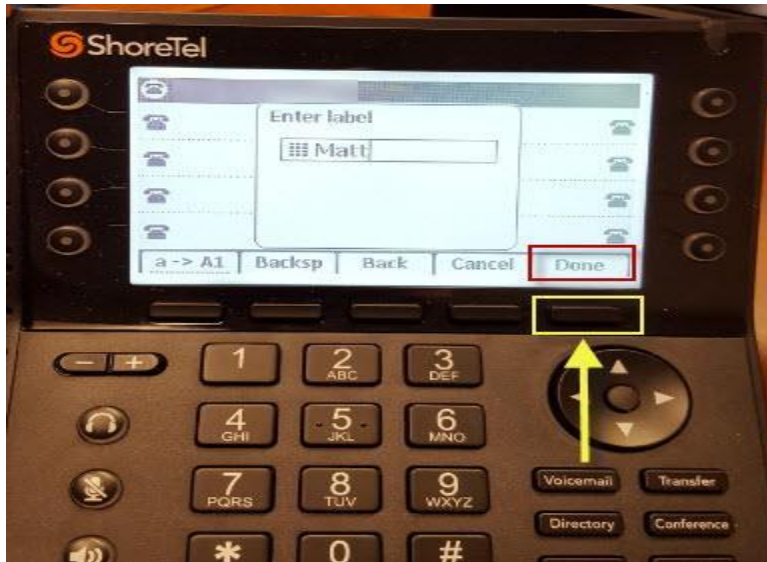

10. From here you can enter a label (person or department name) in upper or lowercase lettering and you can also add numbers by pressing the button associated with A->1a on your phone's display. (Hint: by default it enters letters in all caps. Press the button once and it will enter numbers, by pressing it again, it will enter lowercase lettering)

Example: If you'd like to use the name Bill, you will need to press the #2 button on your phone 2 times (for the letter B), then press the A->1a, as seen in above picture, 2 times to get to lowercase, then press #4 three times (for the letter i), then press the #5 button three times for the l.

11. When you've completed your label, press the button associated with **Done** on your phone's display.

12. At this point you will need to press the button associated with **Done** and repeat from step 6.