

Connect Telephone and Computer Group

Company: _____

Extension Name: _____

Extension Number: _____



1	2
<input type="text"/>	<input type="text"/>
3	4
<input type="text"/>	<input type="text"/>
5	6
<input type="text"/>	<input type="text"/>
7	8
<input type="text"/>	<input type="text"/>

Speed Dial is a Hard Key
Transfer is a Hard Key
Mute is a Hard Key
Hold is a Hard Key
On/Off is a Hard Key

The boxes represent the label that will appear on your phone station. Each phone will have a unique label and will require a label sheet to be completed for each station. In most cases the label sheet will be placed in the space above the number pad on the phone. For assistance please

Tips

- 1) Place line keys (make similar on all phones) i.e. 555-5555 or Line 1
- 2) Choose keys for extension names/numbers i.e. Jamie, 108 or Jamie 108
- 3) Designate keys for Speed Dial Numbers (provide a name for the key, not a phone number)
- 4) Select keys for Special Key Feature Options some examples would be an Intercom key for paging extensions or a Voicemail key if you have system voicemail. More options are below.

Examples of Special Key Features

Line Buttons	Caller ID Log	Do not Disturb
Stations/Exts	Headset	Night Mode
Voicemail	Redial	System Directory
Park	Speed Directory	
Forward	Speed Dial	