

Programming Your Telephone Keys for Speed Calls.

Programming a particular number as a Speed Call key, will allow you to connect to this number simply by pressing the programmed key.

IP Phones with Blue “Super Key” and Superset 4025

- Press blue “Super Key”.
- Select “No” option until “Personal Keys?” appears in your display.
- Select “Yes”.
- Select the key that you wish to programme.
- Select “Change”.
- Display will show “Speed Call” – select “Yes”.
- Enter the extension number that you would like assigned to this key.
- Select “Save”.
- At this point you may continue to programme other keys or exit by simply lifting and replacing the handset.
- In order to clear the programming of any key, follow the steps listed above but at the point where you have selected the key in question select “Clear”.

NB. The soft keys on your telephone are numbered from the bottom upwards odd numbers being on the right hand set of keys and evens on the left. Key number 1 (bottom right) is your own extension and cannot be programmed.

For any key programming other than Speed Calls please email your requirements to Telexchange@Kent.ac.uk.