

Swap Extensions - *This does NOT swap button programming*

To get into telephone programming you follow these steps:

(On the top right of the phone is a button that says **PGM**)

Press **PGM**

Then press **# *** (that's pound then star just in case it is hard to read).

Enter the password. - It is 8 #s. (As in #####) Press the softkey beneath show.

2. enter **01-Extension No.-22**, then press the softkey beneath save. This advances to the **DIR NO. SWAPPING** programming screen.

3. Press the softkey beneath **show**.

4. Enter the extension number that is to be assigned to this port, then press the softkey beneath **save**. The new directory number is now in operation on this port. The old extension number is now moved to the port where the new number came from.