Technology Department

Nortel Phone Set Programming –

To program your phone you will use the Nortel *Feature Key* as shown here :

Programming Buttons –

You have the following three options for programming buttons: *External Numbers, Internal Extensions, or System Feature.*

External Numbers: (*Feature Key , *, 1*)

1. Press *Feature Key*
2. Press * 1
3. Press the button you wish to store the number
4. Enter the number exactly as you would dial it, including the 9 before the number
5. Screen shows *Programmed* if done correctly

Internal Extension: (*Feature Key , *, 2*)

1. Press *Feature Key*
2. Press * 2
3. Press the button you wish to store the number
4. Enter the extension number
5. Screen shows *Programmed* if done correctly

System Feature: (*Feature Key, *, 3*)

1. Press *Feature Key*
2. Press * 3
3. Press the button you wish to program the feature
4. Press the *Feature Key* (you will see an *F* on the screen)
5. Enter the feature code for the feature you desire
6. Verify on the screen that it was *Programmed*