

Using Secondary Extension Buttons

Secondary Extension buttons must be programmed by your system administrator. You can use programmable buttons as “secondary extensions.” Secondary Extensions are assigned to other extensions in the system (primary extensions) Because Secondary Extension buttons are programmed by the system administrator, you cannot change the buttons (for example, assign features to the buttons).

When programmed, you can use Secondary Extension buttons to:

- Place an internal call to the primary extension.
- View the call activity at the primary extension.
- Transfer calls to the primary extension.
- Answer a call that is ringing or holding on any **Call Key** button at the primary extension.

NOTES

The system administrator must set up the **Call Key** buttons for internal calls or you cannot use Secondary Extensions at the primary extension.

You can use Secondary Extension buttons to notify you when a given number of calls are waiting at the primary extension.

If a Secondary Extension button is flashing (the primary extension has an incoming call), you can press # before you press the flashing Secondary Extension button to call the primary extension and not answer the incoming call.

Remote Programming

You can use Remote Programming to access the DND and Call Forwarding features from another system endpoint or an external phone.³

NOTE

A Direct Inward System Access (DISA) number is required to use Remote Programming from an external phone. Contact your system administrator for more information.

Entering a Remote Programming Password

Before using Remote Programming, you should enter a new password.

To enter a Remote Programming password:

1. Dial **392**. ENTER PASSWORD appears.
2. Enter your current password (the default password is your extension number), followed by #. CHANGE PASSWORD TO appears.
3. Enter the new password followed by #. VERIFY PASSWORD appears.
4. Enter the new password again followed by #. DATABASE UPDATED appears.

To change the station password from another phone, see “Using Remote Programming to Change the Password” on [page 35](#).

3. This feature may or may not be enabled for your system.

Using Remote Programming to Change the Password

You can use Remote Programming to change the station (endpoint) password.

To use Remote Programming to change the station password:

1. Do one of the following:
 - Call your DISA number (provided by your system administrator). If necessary, enter your (DISA) password.
 - Use any endpoint on the system.
2. Dial **359**.
3. Enter your extension number.
4. Enter your password followed by **#**.
5. Dial **392**.
6. Enter the new password followed by **#**.
7. Enter the new password again followed by **#**.

Using Remote Programming to Change DND Settings

See “Using Do-Not-Disturb (DND)” on [page 39](#) for more information about using DND.

To use Remote Programming to turn on DND:

1. Do one of the following:
 - Call your DISA number (provided by your system administrator). If necessary, enter your (DISA) password.
 - Use any endpoint on the system.
2. Dial **359**.
3. Enter your extension number.
4. Enter your password followed by **#**.
5. Dial **370**.
6. Enter the DND message number (01 to 20), and then enter the second-line message text (if applicable).

To use Remote Programming to turn off DND:

Follow steps 1 through 4 above, and then dial **371**.

Using Remote Programming to Forward Calls

See “Manual Call Forwarding” on [page 30](#) for more information about Manual Call Forwarding.

To use Remote Programming to turn on Manual Call Forwarding:

1. Do one of the following:
 - Call your DISA number (provided by your system administrator). If necessary, enter your (DISA) password.
 - Use any endpoint on the system.
2. Dial **359**.
3. Enter your extension number.
4. Enter your password followed by **#**.
5. Dial one of the following Call Forwarding feature codes:
 - **355** (All)
 - **356** (No answer)
 - **357** (Busy)
 - **358** (No Answer/Busy)
6. Enter either an extension number or (8) followed by a telephone number.

To turn off Call Forwarding:

Dial **355**, and then hang up.