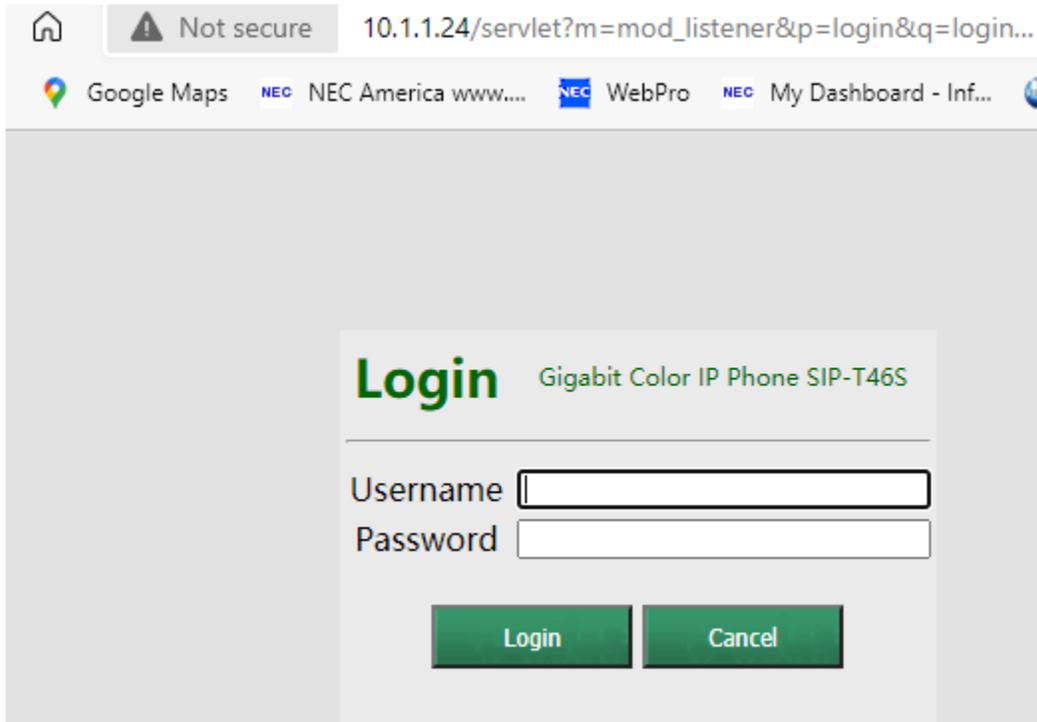**Program keys on your Yealink phone**

On your phone, select "Menu", then select "Status" and "Enter". The IPv4 address is shown.

In a browser, enter the IPv4 address in the address bar (do NOT enter it in the "search" area)

In this example, the IPv4 address is 10.1.1.24



Type in the Username and Password you have received from your administrator, then click "Login" (or just press "Enter" on your keyboard)

Select the "Dsskey" tab.

To change a key to for example a speed dial, do as follows:

Note: be sure to enter the *complete* number – use a leading "1" if it is a long distance call



Click on "Confirm" when you are finished.

Note that Line Keys are not restricted to the main screen:  additional line keys are programmable.

Simply select Line Key10-19 or Line Key19-27 for more programmable keys.

If you program keys past the main screen, the bottom right key will become a screen toggle key and whatever is programmed on that key will shift to the next screen.

**A word of caution, without "Line" keys, you will not be able to make or receive calls. Do not delete or alter these.**

**Also, there is NO backup of the phone's configuration. If any fields are modified in either the Dsskey or other tabs and the phone stops working, only defaulting and re-provisioning the phone will get it operational again.**

When you are finished, click on "Logout" in the top right corner.