



INDeX QUICK REFERENCE GUIDE For Programming DSS Keys

GETTING STARTED Programming INDeX DSS Keys

Setting Up a DSS Key

Phones have eight DSS keys along their right-hand edge. Each can store a line, extension or group number. They allow you to dial those numbers in a single key press and do actions such as pickup, unpark, etc.

You can also use DSS keys to dial personal speed dial numbers (see below).

To set a DSS/BLF key directory number:

1. Press **PROGRAM** and then the DSS key to use.
2. Enter the phone's passcode (default is 0000).
3. The display shows the current stored number (if set).
4. Press **CANCEL** and dial the number to store.
5. Select another DSS key or **PROGRAM** to finish.

Storing Personal Speed Dials on DSS Keys

To store a personal speed dial:

1. Press **PROGRAM** and then **SPEED DIAL**.
2. Enter the phone's passcode (default is 0000).
3. The display shows **0-9 OR DSS KEY**. Press the number (**0 to 9**) or DSS key under which you want to store the speed dial.

Note: DSS key 1 matches personal speed dial number number 1, DSS key 2 matches personal speed dial number number 2, etc.

4. The display shows the current stored number (if set). Press **DELETE** and dial the number. (If external, prefix **0** to the number).
5. When finished, press **DONE**.
6. Select another store or press **PROGRAM** to finish.

Using DSS Keys:

Once setup, you can use the DSS key for the following actions.

To make internal calls:

Press the DSS key storing the extension or group number.

To make external calls:



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Press **SPEED DIAL** key, then the *DSS* key storing the number.

To pickup calls:

Press the DSS key storing the ringing extension number (fast flashing red BLF lamp).