

One Touch Buttons

One Touch buttons can be used for storing frequently used features or dialed numbers, such as Speed Dial numbers (use Speed Dial Codes to store additional numbers). One-touch buttons can be preassigned to your telephone – your System Administrator can help you identify them.

If you do not have a One Touch button, but you have an available Programmable Feature Button, you can convert the Programmable Feature Button to a One Touch button. Perform the procedure called [“Setting/Changing a Programmable Feature Button’s Function” on page 87](#) (in Step 4, enter the access code for One Touch button). Once you have created a One Touch button, you can change the function by using the following procedure.

Changing a One Touch Button

1. Press #9876 to enter User Programming Mode.
2. Press the One Touch button to be set.
3. Enter the digits or special buttons for the function to be dialed. You can include the following in the dial string:
 - Dial pad digits 0~9. To program special characters, see [Table 13](#).
 - A maximum of 32 characters.
 - Station and System Speed Dial index numbers can be entered. The Speed Dial index number will automatically dial out on the extension or Line programmed on the One Touch button with the associated Speed Dial index number.
 - Function buttons, except One Touch or a Program button.
 - Handset hooking (on-hook/off-hook) cannot be recorded.
4. Press the One Touch button to save the entry.

We suggest labelling the One Touch button on your button strip.