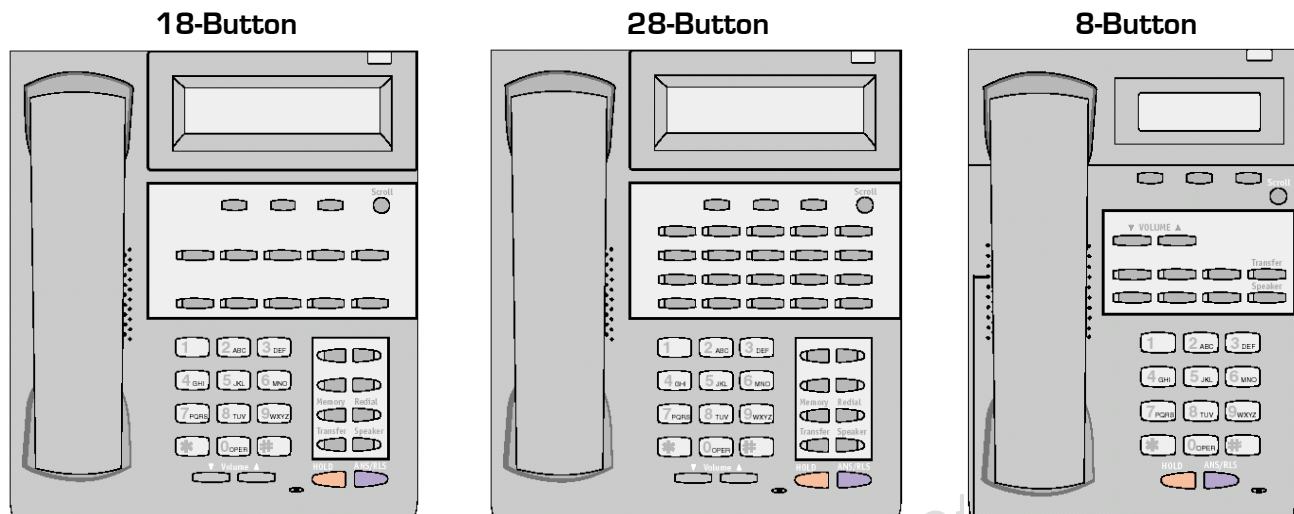


How to Move (2) Extensions (Using MMC 315)

TO GET TO SYSTEM PROGRAMMING:

1. **With handset in cradle**, press **“Transfer”** key.
2. Dial **“200”**
3. Enter **“Passcode”** (See System Administrator).
4. Press **“1”**
5. Press **“Speaker”** key
6. Dial **“315”**
7. Enter the **“2 extension numbers”** to be swapped (order doesn't matter).
8. When finished, press the **“Transfer”** key.



HELPFUL TIPS:

1. Programming **CANNOT** be done from the phone extensions that are to be moved.

Example: You want to move extension #201 and extension #210.
Do the programming steps listed above from any other phone extension number.

2. Neither employee can be on their phone when programming steps are performed.
3. Both phones being moved **MUST** be the same type of phone.

Example: Extensions #201 and #210 use an 18-button phone — extensions can be moved.

OR

Extension #201 uses an 18-button phone, and extension #210 uses a 28-button phone — extensions **CANNOT** be moved. Contact a technician to come out to site to move extensions.