

## Office 25, 35 and 45 - Switch Setting



**Please unplug the phone(s) before doing this**

**Switch position setting Office 25, 35 and 45 (Office 35 shown)**

The Terminal ID switch is located under the clear plastic label cover and paper label (if installed) in the centre of the phone

1. Carefully remove clear plastic label cover in the centre of the phone
2. Remove paper label if installed
3. Before swapping/exchanging desk-phone over please make a note of the existing switch position of your current phone as follows (Switch position 1 is up, switch position 2 is down)
4. If the replacement / or phone to swap with is set the same (as your existing) simply exchange the desk-phones. However if it's different follow steps 5~7 below
5. On the replacement phone / or phone to swap with, use a pen or similar device change the switch position the same as existing desk-phone by gently pressing into the rounded indent, the plastic switch should **Click down for position 2**.
6. The switch is now in position 2 (down) as shown on the here
7. **Move up to switch position 1 (up)** by gently pushing the plastic clip at the back of the switch away from you with a pen or similar device. The switch should spring back up once the plastic clip is pushed back
8. Plug phone(s) back in



**We strongly recommend you liaise with your system administrator BEFORE swapping desk-phones**