

Office 10 - Switch Setting



Please unplug the phone(s) before doing this

Switch position setting Office 10

The terminal ID switch is located on the side of the handset, within the groove
On the right hand side if the key-pad is facing you

With a straightened paper clip or suitable device carefully

Slide the switch up to the top of the handset (default) for position 1

Slide the switch down to the base of the handset for position 2



Switch position shown 1 (UP)

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