101VOICE
RELIABLE BUSINESS COMMUNICATIONS
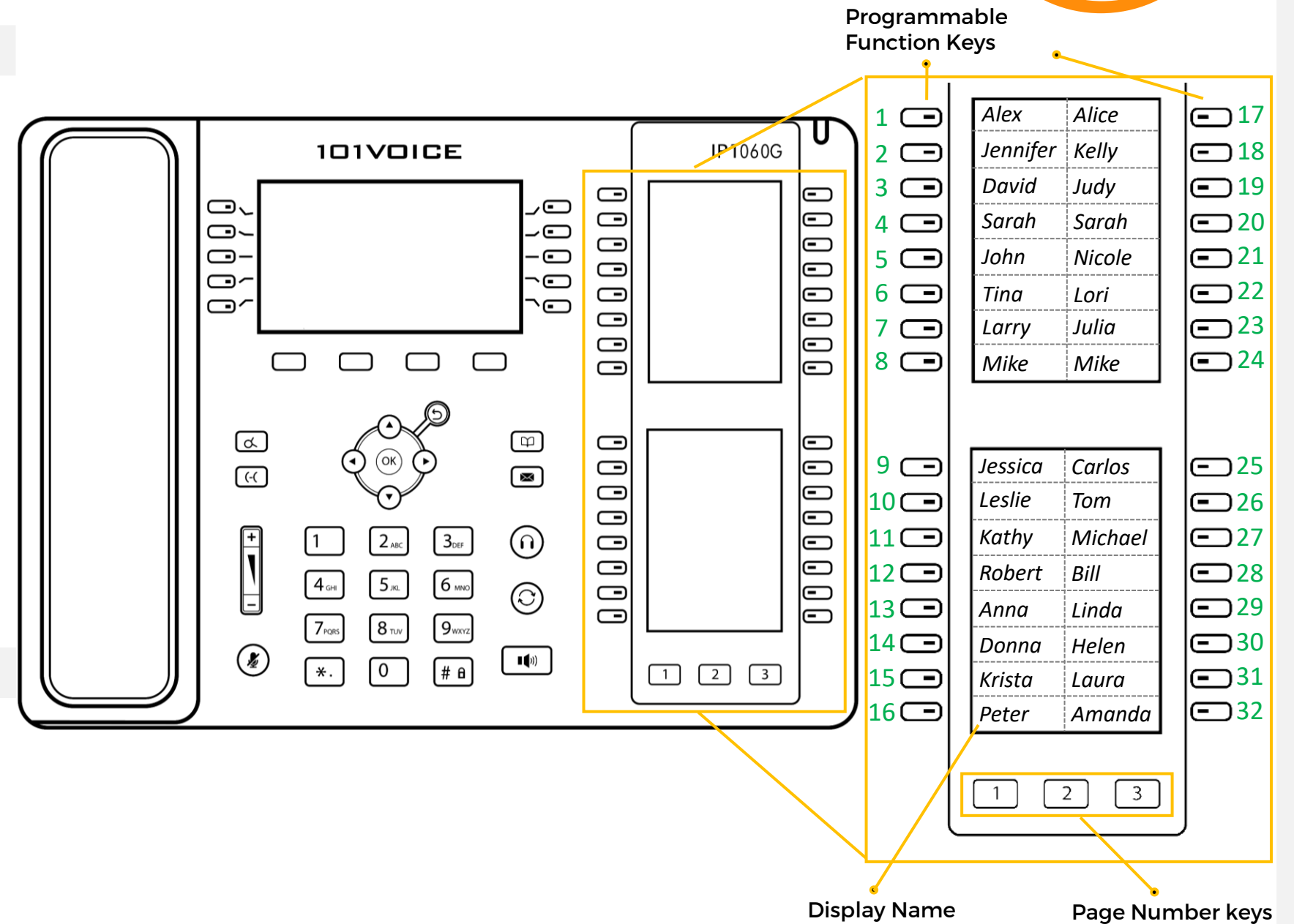
IP1060G *Programming Function Keys*

Programmable Function Keys

- The programmable function key is a key that can be programmed as a speed dial, line key or BLF (Busy Lamp Field).

- If you have to dial an extension or an external phone number often, have multiple lines with different caller IDs, or simply want to check if your colleague is on the phone or not, you can program a function key for this purpose.

- Your new IP1060G phone has 106 programable function keys which 10 of them are main screen side keys. As you can see in the right stencil, there are 32 hard keys and 3 pages which can be access by pressing page keys.

- This guide helps you to program the keys on 101VOICE web portal, so you must have a web portal account.

  If you have any issues with accessing to 101VOICE web portal, please contact us at support@101VOICE.com

* Reserved Function Keys (Important*)

- The main screen side keys are the reserved keys for lines and call park. If you would like to program them, please check the phone user guide on 101VOICE website.
- Alternatively, you can contact 101VOICE support to assist you with it.

Programmable Function Keys

1	Alex	Alice	17
2	Jennifer	Kelly	18
3	David	Judy	19
4	Sarah	Sarah	20
5	John	Nicole	21
6	Tina	Lori	22
7	Larry	Julia	23
8	Mike	Mike	24

9	Jessica	Carlos	25
10	Leslie	Tom	26
11	Kathy	Michael	27
12	Robert	Bill	28
13	Anna	Linda	29
14	Donna	Helen	30
15	Krista	Laura	31
16	Peter	Amanda	32

1 2 3

Display Name   **Page Number keys**

Program Function Keys

- On the 101VOICE web portal, browse to Telephone Lines from the dashboard or the features menu, and click on the line that is tied to your phone. Scroll down to the bottom of the page and find "OTHER OPTIONS FOR THIS TELEPHONE LINE". Click on "Function keys".
- In the function keys page, you will see 5 columns: page number, key number, function, key data, and display name.

Page Number:

The IP1060G has 3 pages for function keys, so this can be 1 to 3.

Key Number:

The IP1060G function keys are numbered 1-32 for each page.

Function:

There are different types of functions for each key that you can select depending on your needs.
1. Speed Dial: Call an internal extension or an external number.
2. BLF (Busy Lamp Field): Monitor another extension/user. †
3. BLF with pickup: Monitor another extension/user and pick up an incoming call to that extension/user. †
4. Other: If a phone has multiple lines/extensions, you can program the function key to use a specific line/extension. †

Key Data:

This will vary depending on the function.
1. Speed dial: Enter the extension or external phone number.
2. BLF: Enter the 10-digit telephone line number †
3. BLF with pickup: Enter the 10-digit telephone line number †
4. Other: Enter the line number (e.g. 1, 2 , 3…) †

Display name:

The name or number that will be shown on your phone next to the function key. Please note that there is a character limitation for each phone depending on the size of the display.

Import and Export

Export keys:

If you already have function keys assigned to your telephone line, you can simply export in CSV format.

Import Keys:

You can make a CSV file for your function keys and import it. Please make sure you have the correct format.

If you update your function keys by exporting and importing, make sure you set Existing Keys to Overwrite. In your CSV file, please use the following for function type:

Function Type	Function name in CSV import file
Speed Dial	speed
BLF	Blf
BLF with pickup	Blfp
Other	other

Here is an example for you as a reference:

Page Number	Key Number	Function	Data	Display
1	1	other	1	Line 1
1	7	blf	9998881111	John
1	16	blfp	9998881112	Kathy
1	32	speed	4084445555	Insurance

† Please contact your administrator for telephone line numbers for BLF and line numbers.

** Please DO NOT use any special characters when you enter the key data.

If you click on add key and do not enter any information, you will receive an error when you press save. To clear the error, please refresh the webpage.

*** The phone must be rebooted to get the new functions and update the existing ones. Simply unplug and plug the phone back in to reboot or on the web portal, browse to telephone lines, check the box next to your telephone line and click on reboot selected at the bottom of the page.