

\*\*See full system user guide for detailed descriptions of all feature described \*\*

To customize your Telephone system you must enter program mode.

To do this press the **Transfer**, enter **200** (customer programming) then **1234** (pass code)  
Press **1** to enable programming.

Press **Transfer** to exit.

If the system times out you will need to reenter programming

Note: Use the buttons under the display (**soft keys**) to move left and right.

### **Time/Date changes**

Press **Transfer 505**

Enter the day of the week:

**W**,0=Monday -6= Sunday

**MM**,01-12 = month **DD**,01-31=Day **YY**,05-99 year **HH**, 24 hour format **MM**, minute

Press **Transfer** when complete

### **System Speed dial programming**

Press **Transfer 705**

Enter the bin number **500-699** or use the volume keys to scroll

Press the right soft key to program that in number.

The **Hold** erases entry or setting

Dial 9 and the number you want

Press the left **soft key** to save and exit that bin number.

Press **Transfer** when complete

### **Program Key Button Data**

Press **Transfer 722**

Display shows **station number**, **button number** and **extender**.

#### **Example**

(201) *Key prog* This is the station number of the telephone you are changing

01- DT 701- DT This represents button number 1 and it has been programmed as line 1

DT 701-749 Direct Trunk Line or Trunk number 01-49

DS 201-399 Direct station select or quick station access

SPD 00-20 (station speed dial) or 500-999 (system speed dial)

Press **Transfer** when complete

## Change Voicemail greeting

Press **Voicemail** button. When the system answers then press \* # **0000**

Admin password is **0000**

**1**= Change prompts (main system greetings)

1001= Day

1002= Night

1003= Holiday

1004 =Sub Menu

**2**= Change Mail box Add Remove and Edit mailbox and extensions

**3**= Change answer mode

1=Day mode

2=Night mode

3=holiday mode

5-99 special Menu

0= Follow automatic Day/night.

## To Program user features.

These features are customizable on a per set basis and are programmed on the station to be customized.

You do not need to be in customer programming mode to change these features

Press **Transfer** then:

100 station lock

101 change user pass code

102 Call forward

103 set answer mode

104 station name

105 station speed dial

106 station speed dial name

107 Key extender

119 Caller ID display

108 Station Status

109 Date time display

110 Station On/Off

111 Key set ring tone

112 Alarm Reminder

114 Station Volume

115 set program message (text message)

116 Alarm and message

121 Assign station language

Press **Transfer** when complete