

ADMIN PROGRAMMING INFO SHEET



Relocate set in the office:

1. Press the INTERCOM button
2. Dial * 7 2 7
3. Then dial your previous Extension Number
4. Enter your PIN number
5. You should hear a Confirmation TONE
6. Press the INTERCOM button

Change Name on Display:

1. Press **PROG** * * button (on display area)
2. Dial 1 2 3 4
3. Dial 0 0 4, then the Extension #
4. Enter NAME
5. Press ENTER
6. Press NEXT
7. To Exit – Lift the handset

System Wide Speed Dial:

1. Press **PROG** * * button
2. Enter 1 2 3 4
3. Enter 0 0 1
4. Press ENTER – and choose location
5. Dial 9-Phone Number, then ENTER
6. Press HOLD then enter 0 0 2
7. Press ENTER
8. Enter a Number between 000-999
9. Enter the corresponding NAME,
10. Press ENTER
11. Press HOLD, then EXIT

Date & Time Change:

1. Press **PROG** button (on display area)
2. Enter **1 2 3 4
3. Press NEXT
4. Press ENTER
5. Enter the Year (ie: 03-13)
6. Press SELECT
7. Press NEXT
8. Enter HOUR, then MINUTE
9. Select AM or PM
10. Press ENTER, then lift handset & hang up



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