

TO ENTER THE PROGRAMMING MODE

1. Press TRANSFER and dial 200
2. Dial the 4 digit passcode 1234
3. Press the Volume key + or - to display "Enable" on your screen
4. Press SPEAKER
5. Press TRANSFER

TO SET DATE AND TIME

1. Enter the programming mode
2. Press TRANSFER 505
3. Enter the day of the week 0 Sunday → 6 Saturday
4. Enter month 01 – 12
5. Enter day 01 – 31
6. Enter year (2 digits)
7. Enter hour 00 – 24
8. Enter minutes 00 – 59

Verify and re-enter if necessary

9. Press TRANSFER to exit

SYSTEM SPEED DIALING

1. Enter the programming mode
2. Press TRANSFER 705 (Display shows first speed dial 500)
3. Dial the speed number 500 – 699
4. Dial your outside line number 1 followed by the number you wish to store
5. Press the right soft key under the screen to store
6. Continue steps 3 – 5 to enter further speed dials
7. To exit press TRANSFER

SYSTEM SPEED DIAL NAMES

1. Enter the programming mode
2. Press TRANSFER 706
3. Dial the speed number 500 – 699
4. From your alpha keypad, enter the name e.g. for letter C, press 2 three times
If you make an error press HOLD to delete
You may use your + - key to move cursor left and right
For a space, press 1
5. Press the right soft key under the screen to store
6. Continue steps 3 – 5 to enter further speed names
7. To exit press TRANSFER

CHANGING EXTENSION NAMES

1. Enter the programming mode
2. Press TRANSFER 104
3. Dial the extension number of the name you wish to change
4. From your alpha keypad enter the name e.g. for letter C, press 2 three times
If you make an error press HOLD to delete
You may use your + - volume key to move cursor left and right
For a space, press 1
5. Press the right soft key under your screen to store
6. To exit press TRANSFER

CHANGING DAY AND NIGHT SERVICE

The system will automatically switch between day and night mode

TO MANUALLY CHANGE MODES

1. Press DAY or NIGHT key to change modes

TO FORCE SYSTEM INTO PERMANENT NIGHT MODE

1. Press RTO key
2. Dial 1 for NIGHT

TO RESET BACK TO DAY MODE

1. Press RTO key
2. Dial 0 for DAY and to resume normal auto switching



Enterprise IP Solutions

Operator Programming Quick Reference Guide

● **Active Voice**
● ● **Communications**
Telecommunication Specialists



Courtesy of Active Voice Communications Ltd
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