



PROGRAMMING DIRECTORY NAMES IVX SYSTEMS (ESTECH)

FROM ANY MULTILINE PHONE:

- 1) PRESS PROGRAM, HOLD, DIAL 456, PRESS #
- 2) LISTEN TO MENU, DIAL 6, 2
- 3) ENTER EXTENSION NUMBER(100,101, etc.) THEN PRESS #
- 4) TO RECORD A NAME: PRESS 1, SPEAK AFTER THE TONE, PRESS 1 AT THE END
PRESS # TO SAVE THIS RECORDING
TO DELETE A NAME: PRESS HOLD, PRESS # TO CONFIRM DELETION
- 5) ENTER THEIR NAME KEY THEN PRESS # TO SAVE- THIS WILL BE THE DIALPAD KEY THE CALLER WILL PRESS TO REACH THE INDIVIDUAL. EX. IF DIRECTORY IS SET UP BY LAST NAMES AND THE PERSONS LAST NAME BEGINS WITH "S" THE NAME KEY WILL BE THE 7 BUTTON ON THE DIAL PAD BECAUSE THIS IS WHERE "S" IS LOCATED.
(IF YOUR DIRECTORY IS AN "ALL NAMES" YOU DO NOT HAVE TO DO STEP 5, JUST PRESS # TO BYPASS THIS STEP)

NOTE: *THE DIRECTORY ONLY LOOKS FOR THE FIRST LETTER OF THE NAME*

- 6) REPEAT STEPS 3, 4, 5 ABOVE FOR OTHER PEOPLE TO BE ADDED TO DIRECTORY
- 7) WHEN FINISHED, PRESS # TO GET BACK TO MAIN MENU AND HANG UP
(main menu= "For System Function Programming...")

HOW TO CHANGE THE TIME AND DATE OF THE SYSTEM:

FROM ANY MULTILINE PHONE:

- 1) PRESS PROG, HOLD, DIAL 456, PRESS #
- 2) PRESS 1, 4
- 3) PRESS 1 TO SET TIME AND DATE
- 4) FOLLOW INSTRUCTIONS FROM THIS POINT

NOTE: YOU WILL FIRST ENTER TIME IN TWELVE HOUR FORMAT: 1233= 12:33 OR 330=3:30
SELECT AM OR PM BY USING THE SCROLL KEYS BESIDE THE ESI DEX BUTTON

ENTER DATE: MMDDYYYY EX: 07052002 = JULY 7, 2002

PRESS # TO SAVE ALL YOUR ENTRIES