



PROGRAMMING STATION NAMES IVX SYSTEMS (ESTECH)

FROM ANY MULTILINE PHONE:

- 1) PRESS PROG, HOLD, DIAL 456, PRESS #
- 2) LISTEN TO MENU, PRESS 3, 2
- 3) ENTER EXTENSION NUMBER(100,101, etc.) THEN PRESS #
- 4) SPELL NAME BY USING DIAL PAD KEYS (# is your entry key)  
PRESS # ONE TIME TO SAVE COMPLETED NAME.

( EX. IF NAME BEGINS WITH "S" THE NAME KEY WILL BE THE 7  
BUTTON ON THE DIAL PAD BECAUSE THIS IS WHERE "S" IS LOCATED AND YOU WILL  
PRESS THE 7 KEY THREE TIMES TO SELECT "S" FOR THE CHARACTER )

NOTE: USE 0 BUTTON FOR HYPHENS OR DASHES  
USE 1 BUTTON FOR SPACES

- 5) PRESS \* TWO TIMES UNTIL YOU HEAR "ENTER THE STATION NUMBER TO PROG"  
**(DO NOT CHANGE ANY OF THE OTHER ENTRIES)**
- 6) REPEAT STEPS 3, 4, 5 ABOVE FOR OTHER NAMES TO BE ADDED OR CHANGED
- 7) WHEN FINISHED, PRESS # THREE TIMES TO GET BACK TO MAIN MENU, HANG UP  
(main menu= "For System Function Programming..." )

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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