PROGRAMMING SYSTEM SPEED DIALS: ESI IVX SYSTEMS

FROM ANY MULTILINE PHONE:

1) PRESS PROG, HOLD, DIAL 456, PRESS #
2) LISTEN TO MENU, PRESS 1, 7
3) ENTER THE SPEED DIAL CODE NUMBER (600-699), THEN PRESS #
4) SPELL NAME BY USING DIAL PAD KEYS (press # to enter each letter)
    PRESS # TO SAVE COMPLETE NAME WHEN FINISHED
  (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" AS THE CHARACTER)
  NOTE: USE O BUTTON FOR HYPHENS OR DASHES
        USE 1 BUTTON FOR SPACES

5) ENTER LINE ACCESS CODE (usually 9) PLUS THE PHONE NUMBER TO STORE, PRESS #
      ex. To store 1-704-555-1212 enter: 917045551212

6) REPEAT STEPS 3, 4, 5 ABOVE FOR OTHER SYSTEM SPEED DIALS

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

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