

FF3	Moves to Extension Name menu
FF4	Moves to Verified ID Code menu
FF5	Moves to Call Forward ID Code menu
FF6	Moves to Message Key ID Code menu
FF7	Moves to System Mode menu
FF8	Moves to Walking /Station Lock TRS
FF9	Moves to TRF of CWRD
FF10	Moves to CID Logging Ext.

Note: Once in a data entry level, you must either enter an acceptable value or restore the previous value before proceeding. For instance, if you change an entry to an unacceptable value and then press **FF1** to move to the PSD Assignment menu, you will not be able to proceed. You must first enter an acceptable value.

Operation

To enter User Maintenance mode:

Action	Result
1. At a telephone with a COS that allows user login, press the ON/OFF key.	
2. Press the PROG key.	
3. Press the * key twice (* *).	
4. Press the CONF key.	81- User MAINT displays

Note: Your extension's Class of Service must be properly set to allow User Maintenance access. Also, only one user may enter User Maintenance or System Programming at a time.

Set Absence Messages

Description

This menu item specifies absence messages.

Operation

To set Absence Messages using either a large-display or small-display phone:

Action	Result
1. If not already in User Maintenance mode, enter User Maintenance mode. (See "To enter User Maintenance mode:" on page 4-3.)	81- User MAINT displays
2. At the 81 level, enter 12 .	
3. Press the HOLD key.	8112- Absence Message displays
4. Press the HOLD key.	Enter Msg # displays

Action	Result
9. To set CID Log for additional extensions, press the volume up and down key or press the HOLD key to move to the desired Extension.	
10. Repeat steps 6-8 until all extension are entered.	
11. Press the AUTO key to exit the entry mode.	
12. To return to the top menu level (81), press the PROG key. OR... To exit the User Maintenance mode, press the ON/OFF key.	81- User MAINT displays OR... ON/OFF LED goes off

Hardware Requirements

- N/A

Related Programming

- N/A

Considerations

- N/A

Set Day of Week Mode

Description

(For a description of Automatic Day/Night System Mode, see “Automatic Day/Night Mode” on page 3-26.)

The System allows you to specify up to 3 mode patterns. This menu item determines which pattern to follow for a given week day in the month (i.e., first Monday, second Monday, etc.).

Some business may have special operating hours based on the day of the month. For instance, a company may work half-days on the second Saturday of each month.

Operation

To set the Day of Week Mode:

Action	Result
1. If not already in User Maintenance mode, enter User Maintenance mode. (See “To enter User Maintenance mode:” on page 4-3.)	81- User MAINT displays
2. At the 81 level, enter 07 .	
3. Press the HOLD key.	8107- System Mode displays
4. Enter 3 .	

Action	Result
5. Press the HOLD key.	3-D of Week PTN displays
6. Press the HOLD key.	300 : 1st SUN Pattern displays
7. Enter pattern (0 - no pattern, 1 - pattern 1, 2 - pattern 2, 3 - pattern 3) for the first Sunday. Note: To clear an entry or existing data, press the FLASH key.	
8. Press the HOLD key to store the entry.	Next Day of Week mode displays
9. To set additional Day of Week modes, press the volume up or down key or press the HOLD key to move to the desired mode.	Desired Day of Week mode displays
10. Repeat steps 7-9 until the remaining days in the month are set. Note: The entry positions are listed in Table 1 on page 4-10.	
11. Press the AUTO key to exit the entry mode.	3-D of Week PTN displays
12. To return to the top menu level (81), press the PROG key. OR... To exit the User Maintenance mode, press the ON/OFF key.	81-User MAINT displays OR... ON/OFF LED goes off

Table 4-1. Day of the Week - addresses

ADDRESSES FOR THESE DAYS OF THE WEEK:	-- DAY OCCURRENCE -- (e.g., 1st Sunday=address 300; 2nd Sunday=address 307)				
	1st	2nd	3rd	4th	5th
Sunday	300	307	314	321	328
Monday	301	308	315	322	329
Tuesday	302	309	316	323	330
Wednesday	303	310	317	324	331
Thursday	304	311	318	325	332
Friday	305	312	319	326	333
Saturday	306	313	320	327	334

Hardware Requirements

- N/A

Set Extension Names

Description

You can assign names to each extension, even if the extension is not a display telephone. When the extension is called, the name appears on the display. For more information on the digital key telephone display, see “Display Information” on page 5-43.

Operation

To set extension names using either a large-display or small-display phone:

Action	Result
1. If not already in User Maintenance mode, enter User Maintenance mode. (See “To enter User Maintenance mode:” on page 4-3.)	81- User MAINT displays
2. At the 81 level, enter 03 .	
3. Press the HOLD key.	8103- Extension Name displays
4. Press the HOLD key.	0 : EXT Number/Name displays
5. Press the HOLD key.	Enter EXT # displays
6. Dial the extension number.	
7. Press the HOLD key.	A B C D E F XXX displays (where XXX = extension number)
8. Enter the extension name: <ul style="list-style-type: none"> • If using a large-display phone, press the soft key next to the desired row of letters. (See Example 1 on page 4-19.) • If using a small-display phone press the appropriate one-touch key. (See Example 2 on page 4-20.) Note: Press the FLASH key to clear any existing data.	
9. Use the bottom row of FF keys to select a single letter. <ul style="list-style-type: none"> • See Example 1. Large-display phone on page 4-19. • See Example 2. Small-display phone on page 4-20. Notes: <ul style="list-style-type: none"> • Press the * key to erase a single entry. • Press the # key to enter a space. 	
10. Repeat steps 8-9 as many times as necessary to enter the desired speed dial name. Note: Press the FLASH key to clear the entire entry.	
11. Press the HOLD key to store the entry.	Next extension number displays
12. To set additional extension names, press the volume up and down key or press the HOLD key to move to the desired SSD.	

Action	Result
13. Repeat steps 8-12 until all extension names are entered.	
14. Press the AUTO key to exit the entry mode.	Enter EXT # displays
15. To return to the top menu level (81), press the PROG key. OR... To exit the User Maintenance mode, press the ON/OFF key.	81- User MAINT displays OR... ON/OFF LED goes off

Hardware Requirements

- N/A

Related Programming

- N/A

Considerations

- N/A

Set Message Key ID Code

Description

(For a description of the Message Key ID Code Feature, see “Message Key ID Code” on page 3-60.)

On a large display phone you can use a Message key to either retrieve voice mail messages or respond to telephone messages. To respond to voice mail messages from a 3rd party voice mail system, you need to set the Message Key ID code to identify the caller to the voice mail system. You can also use the Message key to program a voice mail password.

Operation

To set the Message Key ID code:

Action	Result
1. If not already in User Maintenance mode, enter User Maintenance mode. (See “To enter User Maintenance mode:” on page 4-3.)	81- User MAINT displays
2. At the 81 level, enter 06 .	
3. Press the HOLD key.	8106- MSG Key ID Code displays
4. Press the HOLD key.	MSGID-EXT Number displays
5. Dial the extension number of the phone being programmed.	
6. Press the HOLD key.	MSG-ID EXT XXX displays (where XXX = extension number)

Operation

To set PSD names using either a large-display or small-display phone:

Action	Result
1. If not already in User Maintenance mode, enter User Maintenance mode. (See “To enter User Maintenance mode:” on page 4-3.)	81- User MAINT displays
2. At the 81 level, enter 01 .	
3. Press the HOLD key.	8101- PSD Assignment displays
4. Enter 1 .	
5. Press the HOLD key.	1 : PSD Name displays
6. Press the HOLD key.	EXT Number displays
7. Dial the extension number.	
8. Press the HOLD key.	Enter PSD # XXX displays (where XXX = dialed extension number)
9. Enter the PSD bin number (80-99).	
10. Press the HOLD key.	A B C D E F PXX displays (where PXX = PSD number)
11. Enter the PSD name: <ul style="list-style-type: none"> • If using a large-display phone, press the soft key next to the desired row of letters. (See Example 1 on page 4-19.) • If using a small-display phone press the appropriate one-touch key. (See Example 2 on page 4-20.) Note: Press the FLASH key to clear any existing data.	
12. Use the bottom row of FF keys to select a single letter. <ul style="list-style-type: none"> • See Example 1. Large-display phone on page 4-19. • See Example 2. Small-display phone on page 4-20. Notes: <ul style="list-style-type: none"> • Press the * key to erase a single entry. • Press the # key to enter a space. 	
13. Repeat steps 11-12 as many times as necessary to enter the desired speed dial name. Note: Press the FLASH key to clear the entire entry.	
14. Press the HOLD key to store the entry.	Next PSD bin number displays
15. To set additional PSD names, press the volume up and down key or press the HOLD key to move to the desired PSD.	Desired PSD bin number displays
16. Repeat steps 11-15 until all PSD names are entered.	

Action	Result
17. Press the AUTO key to exit the PSD name entry mode.	Enter PSD # XXX displays (where XXX = extension number)
18. To return to the top menu level (81), press the PROG key. OR... To exit the User Maintenance mode, press the ON/OFF key.	81- User MAINT displays OR... ON/OFF LED goes off

Hardware Requirements

- N/A

Related Programming

- N/A

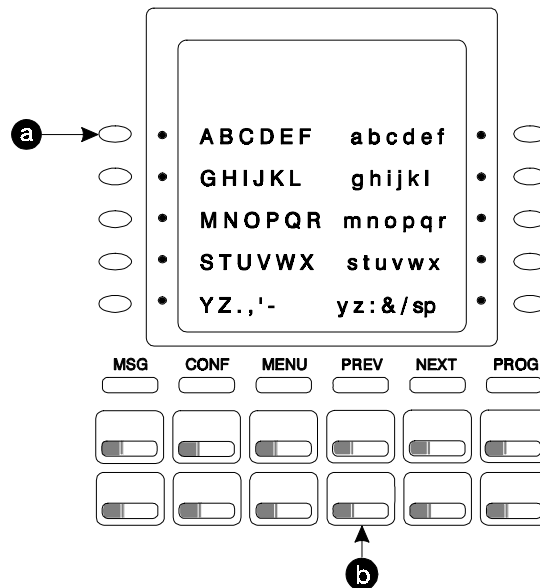
Considerations

- N/A

Example 1. Large-Display Phone

To enter **D**:

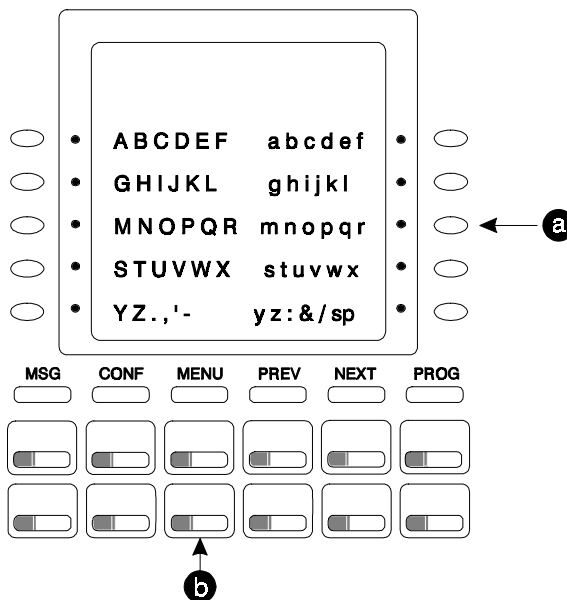
- Press the first soft key on the top left.
- Press the fourth FF key from the left on the bottom row.



To enter **o**:

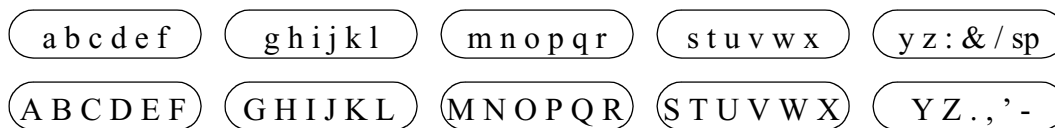
- Press the third soft key from the top right.

- b. Press the third FF key from the left on the bottom row.



Example 2. Small-Display Phone

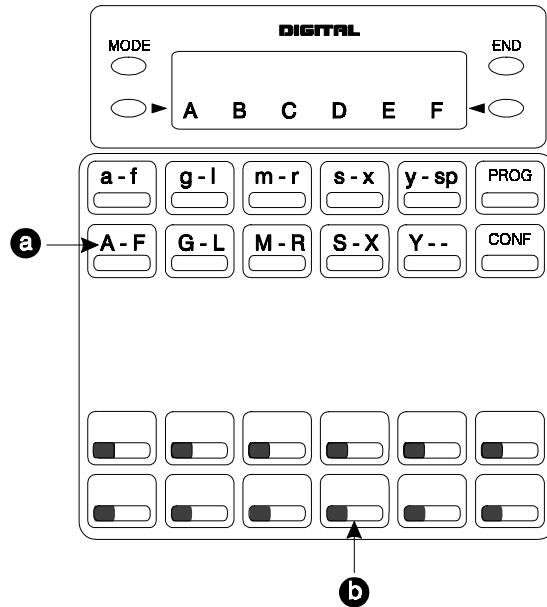
Refer to the following diagram to determine which one-touch key to press.



To enter **D**:

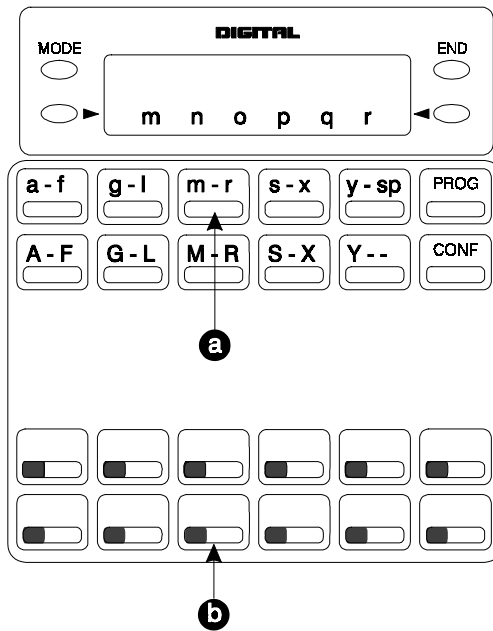
- a. Press the first one-touch key from the left on the bottom row.

- b. Press the fourth FF key from the left on the bottom row.



To enter **o**:

- a. Press the third one-touch key from the left on the top row.
- b. Press the third FF key from the left on the bottom row.



FF8 1 07 1 (1000-1219) Hold (MMDD or HHMM or 0-5) Hold						
-- VALUES -- (MMDD, HHMM, or 0-5)		-- ADDRESS NOs. (1000-1219) --				
		MODES				
		1st MODE	2nd MODE	3rd MODE	4th MODE	5th MODE
Special Day 20	Date (MMDD)	1209				
	Start Time (HHMM)	1210	1212	1214	1216	1218
	Mode (0-5): 0=None 1=Day 1 2=Day 2 3=Night 4=Night (1) 5=Night (2)	1211	1213	1215	1217	1219

Hardware Requirements

- N/A

Related Programming

- N/A

Considerations

- N/A

Set System Date/Time/Day

Description

The System allows you to change the date, time, and day of week. When setting the time, you can specify 12 or 24 hour format.

Operation

To change the system date, time, and day of week:

Action	Result
1. If not already in User Maintenance mode, enter User Maintenance mode. (See "To enter User Maintenance mode:" on page 4-3.)	81- User MAINT displays
2. At the 81 level, enter 000 .	
3. Press the HOLD key.	0 :YYMMDD Date displays
4. Enter the year (two characters), month (two characters), and day (two characters). Note: To clear an entry or existing data, press the FLASH key.	

Action	Result
5. Press the HOLD key.	1 :HHMM Time displays
6. Enter the hour (two characters) and minute (two characters). Note: To clear an entry or existing data, press the FLASH key.	
7. Press the HOLD key.	2 : Day of the Week displays
8. Enter the day of week where: 1 = Mon, 2 = Tues., 3 = Wed., 4 = Thurs., 5 = Fri., 6 = Sat., 0 = Sun. Note: To clear an entry or existing data, press the FLASH key.	
9. Press the HOLD key to store the entry.	
10. To return to the top menu level (81), press the PROG key. OR... To exit the User Maintenance mode, press the ON/OFF key.	81- User MAINT displays OR... ON/OFF LED goes off

Hardware Requirements

- N/A

Related Programming

- N/A

Considerations

- N/A

Set System Speed Dial Index

Description

For a description of System Speed Dial (SSD), see “System Speed Dial” on page 5-83 for a Digital Key Telephone, “System Speed Dial” on page 6-44 for a Digital Single Line Telephone (DSLTL), and “System Speed Dial” on page 7-36 for a Single Line Telephone (SLT).

Action	Result
15. Press the AUTO key to exit the entry mode.	Enter SSD # displays
16. To return to the top menu level (81), press the PROG key. OR... To exit the User Maintenance mode, press the ON/OFF key.	81- User MAINT displays OR... ON/OFF LED goes off

Hardware Requirements

- N/A

Related Programming

- N/A

Considerations

- N/A

Set System Speed Dial Names

Description

For a description of System Speed Dial (SSD), see “System Speed Dial” on page 5-83 for a Digital Key Telephone, “System Speed Dial” on page 6-44 for a Digital Single Line Telephone (DSLTL), and “System Speed Dial” on page 7-36 for a Single Line Telephone (SLT).

Operation

To set SSD names using either a large-display or small-display phone:

Action	Result
1. If not already in User Maintenance mode, enter User Maintenance mode. (See “To enter User Maintenance mode:” on page 4-3.)	81- User MAINT displays
2. At the 81 level, enter 02 .	
3. Press the HOLD key.	8102- SSD Assignment displays
4. Enter 1 .	
5. Press the HOLD key.	1 : SSD Name displays
6. Press the HOLD key.	Enter SSD # displays
7. Enter the SSD bin number (00-79 or 000-799).	
8. Press the HOLD key.	A B C D E F XXX displays (where XXX = SSD bin number)

Action	Result
9. Enter the SSD name: <ul style="list-style-type: none"> • If using a large-display phone, press the soft key next to the desired row of letters. (See Example 1 on page 4-19.) • If using a small-display phone press the appropriate one-touch key. (See Example 2 on page 4-20.) Note: Press the FLASH key to clear any existing data.	
10. Use the bottom row of FF keys to select a single letter. <ul style="list-style-type: none"> • See Example 1. Large-display phone on page 4-19. • See Example 2. Small-display phone on page 4-20. Notes: <ul style="list-style-type: none"> • Press the * key to erase a single entry. • Press the # key to enter a space. 	
11. Repeat steps 9-10 as many times as necessary to enter the desired SSD name. Note: Press the FLASH key to clear the entire entry.	
12. Press the HOLD key to store the entry.	Next SSD bin number displays
13. To set additional SSD names, press the volume up or down key or press the HOLD key to move to the desired SSD.	Desired SSD bin number displays
14. Repeat steps 9-13 until all SSD names are entered.	
15. Press the AUTO key to exit the entry mode.	Enter SSD # displays
16. To return to the top menu level (81), press the PROG key. OR... To exit the User Maintenance mode, press the ON/OFF key.	81- User MAINT displays OR... ON/OFF LED goes off

Hardware Requirements

- N/A

Related Programming

- N/A

Considerations

- N/A

Set System Speed Dial Numbers

Description

For a description of System Speed Dial (SSD), see “System Speed Dial” on page 5-83 for a Digital Key Telephone, “System Speed Dial” on page 6-44 for a Digital Single Line Telephone (DSL), and “System Speed Dial” on page 7-36 for a Single Line Telephone (SLT).

Operation

To set SSD numbers:

Action	Result
1. If not already in User Maintenance mode, enter User Maintenance mode. (See “To enter User Maintenance mode:” on page 4-3.)	81- User MAINT displays
2. At the 81 level, enter 02 .	
3. Press the HOLD key.	8102- SSD Assignment displays
4. Press the HOLD key.	0 : SSD Number displays
5. Press the HOLD key.	Enter SSD # displays
6. Enter the SSD bin number (00-79 or 000-799).	
7. Press the HOLD key.	-SSDXXX XXX displays (where XXX = SSD bin number)
8. Enter the SSD digits to be dialed. Note: Press the FLASH key to clear an entry or any existing data.	
9. Press the HOLD key to store the entry.	Next SSD bin number displays
10. To set additional SSD numbers, press the volume up or down key or press the HOLD key to move to the desired SSD.	Desired SSD bin number displays
11. Repeat steps 8-10 until all SSDs are entered.	
12. To return to the top menu level (81), press the PROG key. OR... To exit the User Maintenance mode, press the ON/OFF key.	81- User MAINT displays OR... ON/OFF LED goes off

Hardware Requirements

- N/A

Related Programming

- N/A

Considerations

- N/A