

Aspire

System Administration

To Change Display Names:

Press **CALL1** key
 Dial 800
 Enter extension number
 Dial name using keypad or following chart:
 Press **HOLD**

Use this keypad digit...	When you want to
1	Enter characters: 1 @ [¥] ^ _ ' { } > <
2	Enter characters: A-C, a-c, 2
3	Enter characters: D-F, d-f, 3
4	Enter characters: G-I, g-i, 4
5	Enter characters: J-L, j-l, 5
6	Enter characters: M-O, m-o, 6
7	Enter characters: P-S, p-s, 7
8	Enter characters: T-V, t-v, 8
9	Enter characters: W-Z, w-z, 9
0	Enter characters: 0 ! " # \$ % & ()
*	Enter characters: * + , - . / : ; < = > ?
#	Used to move the cursor one space to the right, ## = space
CONF	Delete one character at a time
FLASH	Delete all characters to the right of the cursor
MIC	Inserts a Pause (used with Abbreviated dialing)

To Change System Time:

Note: This will change time that appears on telephones, it will not change time in voicemail.

To Change Time:
 Press **CALL1** key
 Dial 828
 Dial two digits for the hour (24 hour time, ie: 13 = 1:00pm)
 Dial two digits for the minutes
 You will hear confirmation tone
 Press **SPK** to hang up

Note: Changing system date must be done in system programming, please contact KCG if this must occur.

System Abbreviated Dialing Storage:

Press PROG with corresponding soft key
 Press ↓
 Press Abb (Abbreviated Dialing)
 Dial in Bin number 0000-0999
 Dial in telephone number you wished to be stored
 Press **HOLD**
 Enter name associated with phone number
 Press **HOLD**
 You will hear confirmation tone
 Continue entering in speed dials or press SPK to hang up