NEC UX5000

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