

## **Operator / Administrators Programming Guide.**

At the Operators Phone,  
Do not pickup the Handset,  
Press **\*95** on the keypad,  
The display reads  
"System Administration"  
"User"

**Enter 1, Tick, Tick.**

**Note: For Older model systems the screen will show User Data?**

**Simply press Tick.**

The display shows a menu,

**Note: ( n ) = a number ( 1 – 20 )**

( n ) = System Speed Dials – or - "Central Abb Dial?" depending on your Pabx model.

( n ) = Time

( n ) = Date

( n ) = CDR

( n ) = Extension Names

( n ) = Text Messages

Press ( n ) on the keypad or scroll the cursor using the < > **keys** to highlight your choice then press the Tick Key.

Follow the screen prompts!

### **To Programme Speed Dials**

Select ( n ) System Speed Dials **or** "Central Abb Dial" depending on your Pabx model

The display will ask if you want to do

( n ) "Speed Dial Numbers" - or - ( n ) "Speed Dial Names"

Select "Numbers" as they must be entered first

The display will show the first speed dial slot 000 **or** ( 100 depending on your Pabx model)

And whatever is entered in it, e.g "100: 14781234" **or** " 100:....." if blank

Display will show **+ = Next?**

**Press Tick** to display the next slot entry **or**

**Press # key** to select an empty speed dial slot,

Enter a slot number 001-999 **or** ( 001 –300 ) **or** ( 101 – 244 depending on your Pabx model )

Then press the **Tick key** to confirm your entry

The display will show the slot entry and ask **+ = Next?**,

**Press \*** to change the entry,

The display will now be awaiting your input,

**Enter 1** ( for an outside line ) followed by the number incl area code,

**Press Tick** to save /confirm the entry.

You can assign a name to this speed dial slot now by highlighting the "Abb Dial Name" or (Speed Dial Name) option on the display and pressing the Tick key,

The display will show that no name is assigned,

**Press \*** to change this,

Enter the name on the qwerty keypad ( hold down the up arrow key below the letter A when you

Press a key and you will get a Capital Letter )

The name you write will be displayed,

Press **Tick** to confirm your entry.

Proceed to programme alternate Number and Name Entries until completed.