

## TO PROGRAM SYSTEM SPEED DIAL NUMBERS

- Press **ON/OFF** key (your phone must be idle, no ringing calls)
- Press **PROG** key
- Press **AUTO** key
- Dial the 2 or 3 digit Speed Dial Code to be programmed
- Press **CONF** , then dial 9 for outside line access (this is only if you use 9 to access outside lines on the phone system, if you're not sure, ask a SoundTel representative).
- Dial the telephone number to be stored
- Press **HOLD** to save the program
- Press **ON/OFF** to end

## TO PROGRAM SYSTEM SPEED DIAL NAMES

- Press **ON/OFF** key
- Press **PROG** key
- Dial **# 1**
- Press **AUTO** key
- Dial the 2 or 3 digit System Speed Dial code to which the name should apply
- Press **AUTO** repeatedly to backspace and erase previous name
- Use the dialpad on your phone to enter the letters

(Example: Press the 2 key twice to get a capital B, three times to get a capital C, etc.)

- Press **FLASH** key after each letter to move to the next cursor position
- Press **CONF** key if you want to toggle dialpad to numbers instead of letters
- Press **HOLD** key to save the name
- Press **ON/OFF** key to end

## TO CHANGE EXTENSION NAMES

Before you change a name, you must know the extension's "Port" number. This is how the phone system recognizes each jack. To **confirm the port number**:

- Press **ON/OFF** key
- Press **CONF** key
- Dial the extension number of the phone you wish to change

Your display will show the current status of that phone on the first line of the display. The name currently assigned will appear on left side of the second line and the port number appears on the right side of the second line. **Document the port number.**

- Press **ON/OFF** key to end

NOTE: It is recommended that you make and maintain a list of each extension's port number. After this list is generated, do the following to change **extension names**.

### **EXTENSION NAMES**

- Press **ON/OFF** key
- Press **PROG** key
- Dial **# 2**
- Enter the extension's 2 or 3 digit **port** number
- Press **AUTO** repeatedly to backspace and erase previous name
- Use the dial pad on your phone to enter the letters

(Example: Press the 2 key twice to get a capital B, three times to get a capital C, etc.)

- Press **FLASH** key after each letter to move to the next cursor position
- Press **CONF** key if you want to toggle dial pad to numbers instead of letters
- Press **HOLD** key to save the name
- Press **ON/OFF** key to end

### **TO CHANGE TIME & DATE ON ALL PHONES**

#### **TIME**

- Press **ON/OFF** key
- Press **PROG** key
- Dial **# #**

- Press FF1 key (Lower left key with light, usually Line 1)
- Dial **1 #**
- Dial **2 #**
- Enter the time in **24 hour format** (military time). Be sure to enter 4 digits.  
(Example: If it is 2:00 p.m., enter 1400 )
- Press **#**
- Press **ON/OFF** to end

### DATE

- Press **ON/OFF** key
- Press **PROG** key
- Dial **# #**
- Press FF1 key (Lower left key with light, usually Line 1)
- Dial **1 #**
- Dial **1 #** "Month/Day/Year" appears
- Enter six digits for the month, day, year  
(Example: to set the date to March 3, 1999, enter 030399 )
- Press **#**
- Press **ON/OFF** to end

### **TRAFFIC MEASUREMENT**

This feature will allow you to "count" the number of incoming calls received on each line and/or outgoing calls placed on each line. To obtain the most reliable data, we recommend that you schedule this count to occur at the same time each day if you are conducting a daily count, or at the same time on a particular day of the week if you are conducting a weekly count. To begin, you must clear out the data that is existing on your system (the system counts continuously from date of installation). To clear this data out do the following:

- Press **ON/OFF**
- Press **CONF**

- Dial **# 9 3** (Clear data command)
- Press **ON/OFF**

After the appropriate interval (either one day or one week) do the following to retrieve the count of incoming calls:

- Press **ON/OFF**
- Press **CONF**
- Dial **# 9 1** (Display incoming count command)
- Dial the trunk number that you wish to check (i.e., Line 1 = 01). Note that the trunk number must be entered in two digits.
- Write down the number appearing on the display.
- Press **ON/OFF**
- Repeat the above procedure for EACH line on your phone system.

#### Traffic Measurement (**Continued**)

To retrieve the count of outgoing calls on each line:

- Press **ON/OFF**
- Press **CONF**
- Dial **# 9 0** (Display outgoing count command)
- Dial the trunk number that you wish to check (i.e., Line 1 = 01). Note that the trunk number must be entered in two digits.
- Write down the number appearing on the display.
- Press **ON/OFF**
- Repeat the above procedure for EACH line on your phone system.

When finished counting both incoming & outgoing, be sure to clear out old data:

- Press **ON/OFF**
- Press **CONF**
- Dial **# 9 3** (Clear data command)

