

# INTER-TEL AXXESS

## Programming System Speed Dials

This must be done from the administrator's phone (usually ext 100). Press the *admin features* option on the screen, scroll to the right by pressing the >> key, select *program sys spd*, enter the location code (000-999), enter the name by using the keypad, press *accept*, enter the telephone number (don't dial an 8 first), press *accept*.

## To Change Time: (these features will all be shown on your phone display screen)

\*\*From extension 100 (usually the owner or receptionist phone)

1. Dial 9810
2. (Use *Mute* to erase and *Forward* to move forward) Manually enter in the new date using your keypad and press *accept*.
3. Manually enter in the time using your keypad.
4. Press *Accept*
5. Press AM (or dial 1) or PM (or dial 2)
6. Press *Accept*

## To Change Name: (these features will all be shown on your phone display screen)

\*\*\*From extension 100 (usually the owner or receptionist phone)

1. Press *Admin features*
2. Press *Program Database*
3. Press *Station*
4. Manually enter the extension (station) number using your keypad.
5. Press *Accept*
6. Press *Station Info*
7. Press *Username*
8. Manually enter in the username using your keypad. (*Mute* will erase letters and/or backup, *forward* will move forward one space.)
9. Press *Accept*

## To Change your Primary Greetings:

\*\*\*REMEMBER THAT WHATEVER GREETING PLAYS, IS THE GREETING YOU WILL BE RECORDING OVER!!!

1. Dial 2555
2. Press \*
3. Dial extension \_\_\_\_\_ (usually 300)
4. Enter the password for the ext above (password: \_\_\_\_\_) usually no password is set.
5. Press #
6. Press 9
7. Press 3
8. Press 1
9. Enter in the greeting code (usually 03 for day, 04 for night)
10. Press #
11. Follow the Prompts. Press 3 to erase and re-record