

Quick Start Guide

IVX Administrator

- **How do I enter Administration Programming mode?**
 1. Press PROG/Help
 2. Press Park (on the IVX press Park 3)
 3. Enter Password 456#

- **How do I set the time?**
 1. Enter Administrator Programming Mode
 2. Dial 14
 3. Enter time in 12 hour format
 4. Press # to enter
 5. Select AM or PM with scroll keys
 6. Press # to enter
 7. Enter date in eight digit format (Example: Enter 07042000 for July 4, 2000) # to enter

- **How do I change extension names?**
 1. Enter Administrator Programming Mode
 2. Dial 32
 3. Dial the extension that you want to name Press # to enter
 4. Dial the name pressing # after each letter (example: for the letter B hit the 2 key twice, for spaces press the 1 key)
 5. Press the # key twice to enter name
 6. Press * until you have backed up to the enter extension prompt
 7. Repeat steps 3 thru 6 until all names are entered.

- **How do I change the Main Greeting?**
 1. Enter Administrator Programming Mode
 2. Dial 61
 3. At "Enter Branch ID" prompt press 1#
 4. The current Day time greeting will play Press 1 to record a greeting and press 1 when you are finished and # to confirm
 5. The current Night time greeting will play Press 1 to record the greeting and press 1 when you are finished and # to confirm

- **How do I change the Directory Name?**
 1. Enter Administrator Programming Mode
 2. Dial 62
 3. Dial the extension that you want to change then press # to enter
 4. Press 1 to record the name and 1 when finished
 5. Press # to enter
 6. Press the corresponding letter for the person's name (example: for the letter M press 6) Press # to enter
 7. Repeat steps 3 through 6 until all names are entered