

Changing the hour in the system time for your Evening Mode requires the following steps:

I have also enclosed the Tech Manual Pages that explain this in detail how to change the Time for Evening Start from the Telephone instead of through the lap top. As they are detailed and can be hard to follow here is a step by step process by-passing some of the lengthy instructions on the following pages.

From Any Phone with the Handset Down

Press **FEATURE # ***

The system will prompt you for the password. The default Password is eight pound signs

Press **#####**

Press **show**

Press **08 15 1 02**

Press **save** to display the first day of the week (Sunday)

Press **next** until the day of the week appears that you want to change – You will Start with Monday

Press **show** to display the first queued time period (Should be ALT START)

Press **next** until you see **EVE START**

Press **chg** and enter the new value in 24 hour format – if the time is 5:00 pm – you will enter **1700**

Press **save** the LCD should show TUES ALT START 0000

Press **next** until it shows Tuesday **EVE START**

Press **chg**

Press **1700**

Press **save**

Press **next** until you see Weds EVE START

Continue with these directions until you have changed FRI EVE START to 1700

Press **save**

Press **HOLD** button 3 times until you see 8.sys application

Press the **Speaker Button** on the phone on then press it off

Should you wish to change the Start of your day hours – you can use the same directions but use EVE END which would start your business day hours.

USING ANY DIGITAL EXTENSION TELEPHONE (DET)

The DX-120 system allows you to program system database parameters using any DX-120 DET. It is possible to program the DX-120 system while the telephone is in use; however, certain button operations are used during programming and cannot be used for telephone call processing. Therefore, Vertical suggests not using these features simultaneously unless you have been directed to do so by the servicing technician.

The Database Administration password is set by default to ##### (eight #s). You can use any combination of alphanumeric characters using the conventions of extension/CO line name.

Entering the Database Administration Mode

- 1) Press *Feature*, then # * to enter Database Administration.
 - The system then prompts for the system Database Administration password.
 - The default set at the factory is #####.
- 2) Enter the password and press *show* (*show* is an LCD interactive button).
 - After you have correctly entered the password, the system gives you access to Database Administration.
 - You can also change the password at any time - see "Changing Database Administration Password" on page 27.

LCD Interactive Buttons

The LCD interactive buttons are essential to completing database programming tasks. These buttons take on many functions while in the database administration mode. LCD interactive buttons include the following.

- *next*—moves the cursor to the next item or parameter
- *back*—moves the cursor back one item or parameter
- *show*—shows the contents of the current item or parameter
- *chg*—changes the contents of the current item or parameter
- *bksp*—when you are entering data, backspaces over what you entered so you can correct it
- *save*—saves entered data

Setting CO Line Time Switching (continued)

SETTING CO LINE TIME SWITCHING VIA THE DET

**NOTE**

- *chg, bksp, save, one, always, del, and ack are interactive LCD button operations. Use the three buttons below the LCD display to activate the associated operation.*
- *You can press Hold at any time to return to the previous level or press the volume buttons to return to the main DB selection screen.*

- 1) Enter Database Administration (see page 26) using the feature code *Feature # ** to display the password prompt.
- 2) Enter the DB Admin password (see page 27).
- 3) Enter *08-15-1-02* to program time switching for Tenant Group 1 (*08-15-2-02* for Tenant Group 2, or *08-15-3-02* for Tenant Group 3).
- 4) Press *save* to display the first day of the week (Sunday).

If changes are necessary for this day press show, otherwise:

- 5) Press *next* until the day of the week you want to change appears.
- 6) Press *show* to display the first time period for which the Service Mode may switch for the day selected (e.g. "ALT START" i.e., Alternate Start Time).
- 7) Press *chg* to change this data.

OR

Press *next* to select the Service Mode for which a time schedule must be entered.

- *The data items that can be changed are ALT START, ALT END, EVE START, EVE END.*

When the Service Mode you want to change appears:

- 8) Press *chg* and enter the new value in 24-hour format (e.g., 1:00 PM is entered as 13:00).
- 9) Press *save* to store this data.

OR

Enter *08-15-1-02-01* to program ALT START.

- *The default is 12:00 PM (noon).*

OR

Enter *08-15-1-02-02* to program ALT END.

- *The default is 1:00 PM (13:00).*

OR

Enter *08-15-1-02-03* to program EVE START.

- *The default is 5:00 PM (17:00).*

OR

Enter *08-15-1-02-04* to program EVE END.

- *The default is 8:00 AM.*

Setting CO Line Time Switching via the DET (continued on next page)

Setting CO Line Time Switching via the DET (continued)

Continue programming as required:

10) Press the *Hold* button to return to the previous menu level.

OR

Press the *volume UP* button to return to the DB Item Selection screen.

OR

Exit programming (see “Exiting Database Administration” on page 27).

Setting the Pre-Defined Call Forward No Answer

The Pre-Defined Call Forward No Answer feature allows you to control where the system forwards a call on a CO line when an extension does not answer. You may want the system to forward these calls to the attendant extension, a departmental secretary, another department, etc. This feature is CO line specific; that is, the system forwards all unanswered calls on a CO line.



NOTE

If you only want to forward unanswered calls for specific extensions, set that up in the individual extension’s programming.

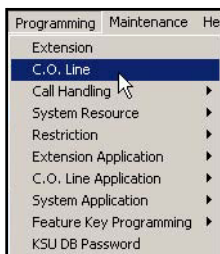


HINT

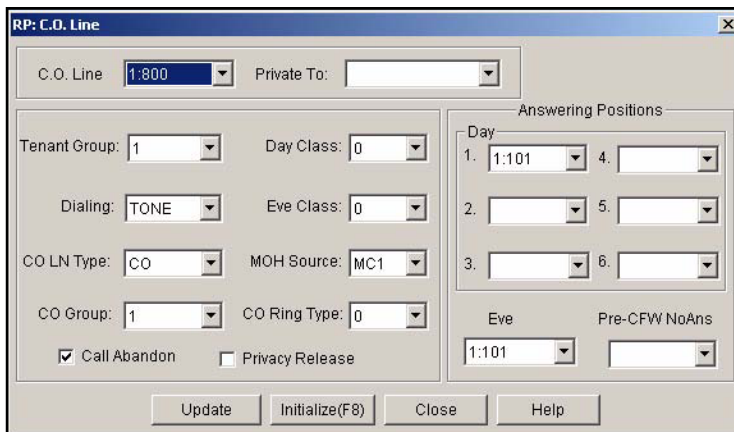
Also see “Setting Predefined Call Forward Time” on page 282.

SETTING THE PRE-DEFINED CALL FORWARD NO ANSWER VIA PC-DBA

From the PC-DBA main screen:



1) Go to Programming ► *C. O. Line* to display the *C. O. Line* screen.



Setting the Pre-Defined Call Forward No Answer via PC-DBA (continued on next page)