

**To login to system:**

Type LOGI <enter>  
At pass?: type your password <enter>  
Should say TTY # LOGGED IN

**To set the Time & Date:**

➤ LD 2  
At . type TTAD to view current time and date  
At . type STAD 00 00 0000 00 00 00 (DD MM YYYY HH MM SS)  
Ex: 15 04 2005 12 24 30 for April 15, 2005 12:24:30  
At . type TTAD to verify correct time  
Enter \*\*\*\*

**To change name on an extension:**

(Note: always delete the name on an extension, then add it back new.)

> LD 95  
REQ: out  
TYPE: name  
CUST: 0  
DIG: <enter>  
DN: enter extension number  
DN: <enter> or next extension to delete  
  
REQ: new  
TYPE: name  
CUST: 0  
DIG: <enter>  
DN: enter extension number  
NAME: enter first and last name  
XPLN: <enter>  
DISPLAY\_FMT: <enter>  
DN: <enter> or next extension to add  
Enter \*\*\*\*

**To retrieve TN for an extension:**

> LD 20  
REQ: prt  
TYPE: dnb  
CUST: 0  
DN: enter extension number  
DATE: <enter>  
PAGE: <enter>  
DES: <enter>  
Enter \*\*\*\*

**To print TN for an extension**

```
> LD 20
REQ: prt
TYPE: tnb
TN: enter TN in xx xx format (ex: 5 15)
DATE: <enter>
PAGE: <enter>
DES: <enter>
Enter ****
```

**To get status of a port**

```
> LD 20
REQ: stat xx xx (where xx xx is the TN of the extension)
Responses will be IDLE, BUSY or DSBL
```

**To enable a port**

```
> LD 20
REQ: enlu xx xx (where xx xx is the TN of the extension)
```

**To disable a port**

```
> LD 20
REQ: disu xx xx (where xx xx is the TN of the extension)
```

**To enable a card**

```
> LD 20
REQ: enlc x (where x is the card slot number. ie: 5, 15, 25)
```

**To disable a card**

```
> LD 20
REQ: disc x (where x is the card slot number. ie: 5, 15, 25)
```

**To determine available extension #**

```
> LD 20
REQ: prt
TYPE: ludn
CUST: 0
DN: <enter> to see list of all available ext's, or portion of ext (ex: 2 to see
      All 2000 range ext's, 23 to see all 2300 range, 235 to see all 2350 range
      Etc.)
```

**To determine available TN**

> LD 20  
REQ: luvu  
TYPE: <2000> for digital or <500> for analog  
TN: <enter>  
(If you have voicemail, do not use TN's that are 10-0 through 10-15)

**To change forward no answer and hunt on an extension**

> LD 20  
REQ: chg  
TYPE: 2616 or type of phone changing (ie 2008,2616,3903,i2004)  
TN: enter tn of phone changing (ex: 11 2)  
ECHG: yes  
ITEM: cls hta fna  
ITEM: fdn <extension> ( ex: fdn 4000 )  
ITEM: hunt <extension> ( ex: hunt 4000 )

**To change key programming on a phone**

➤ LD 20  
REQ: chg  
TYPE: 2616 or type of phone changing  
TN: enter tn of phone changing  
ECHG: yes  
ITEM: key (key #) (function) SCR TRN A06 CFW 4 PRK (ex: key 3 TRN)  
KEY: key # function  
<enter>  
<enter>

**To program extension in pickup group**

➤ LD 20  
REQ: chg  
TYPE: 2616 or type of phone  
TN: enter tn of phone  
ECHG: yes  
ITEM: cls gpua dpua  
ITEM: rnpg (group #) ex: rnpg 3  
<enter>  
<enter>

**To copy an extension to new phone**

➤ LD 20  
REQ: cpy 1  
TYPE: 2616 or type of phone  
CFTN: tn of phone copying  
TN: tn of new phone  
DN: ext # of new phone

**To move a phone to new location**

First identify available TN to move to  
➤ LD 20  
REQ: mov  
TYPE: 2616 or type of phone  
TN: tn of phone moving  
TOTN: tn of location moving to  
<enter>

**To backup changes**

➤ LD 43  
. EDD

**To Log Out of system**

➤ LOGO