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## **UX5000/Aspire Time & Speed Dial Settings**

### **To set the time for your UX5000/Aspire system:**

From the System Administrator's telephone (normally extension 301), press CALL1 and dial 828.

1. Dial two digits for the hour (24 hour).  
For example, 13=1:00 PM.
2. Dial two digits for the minutes.  
You hear confirmation beeps.
3. Press SPK to hang up.

### **To program speed dials on the UX5000/Aspire system:**

#### To Store:

Press SPK

Dial 853

Enter Speed Dial Bin Number (000 – 999)

Dial number to be programmed (area code + number)

Press HOLD

Enter name for stored number (if desired, see below)

Press HOLD

Press SPK

#### To Use:

Press SPK

Press DIAL key

Enter Speed Dial Bin Number (000 – 999)

## Entering Names

When entering names, use dial pad keys to enter letters. For example, press the digit 2 key once for the letter A, twice for B, three times for C, etc.

**#** = Accepts an entry (only required if two letters on the same key are needed - ex: SRA)

**CONF** = Clear the character entry one character at a time

**FLASH** = Clear all the entries from the point of the flashing cursor and to the right

**1** = 1

**2** = A-C, a-c, 2

**3** = D-F, d-f, 3

**4** = G-I, g-i, 4

**5** = J-L, j-l, 5

**6** = M-O, m-o, 6

**7** = P-S, p-s, 7

**8** = T-V, t-v, 8

**9** = W-Z, w-z, 9

**#** = <space>

Many answers to your telephone user questions can be found in the Multibutton Feature Handbook for the Aspire & UX5000 Systems. Please download the appropriate PDF for your system.