

4.5.1 PROGRAMMING USING 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 actuate the associated operation.

1. Enter Database Administration using *Feature # ** and then enter the DB Admin password. Eight #s (# # # # # # # #)
2. Press *show*. The system displays the DB Item Select screen.
3. Enter *04-05-101* then press *save*. This advances you to the Extension User Name programming screen for extension 101. Press *chg*.
4. Enter the name you want to use for extension 101 using the dial pad to spell out a name. Refer to the enhanced lettering scheme tables as needed. For more information on these tables, see Section 4.18, *Setting Up Letter Type (Enhanced Lettering Scheme)*.
5. Press the *Hold* button to return to the previous menu level.
6. Enter *04-05-108* then press *save*. This advances you to the Extension User Name programming screen for extension 108. Press *chg*.
7. In the same manner, enter a user name for extension 108.
8. Press the *Hold* button to return to the previous menu level, Or, press the *Volume* button to return to the DB Item Selection screen, Or exit programming.

The enhanced lettering scheme applies when entering text for the following functions.

- Extension User Names
- UCD / Hunt Groups
- CO Line Names
- Alphanumeric Display
- Messaging – Call Me, Text, or Voice

Only one lettering scheme can be active at a time. Use the following tables to determine what letter scheme best suits your client's installation.

Use the letters associated with the number keys to spell out a name or word using lower case letters; for example, press the 5 key twice for the letter "k."

Number Key	1 * press	2 * presses	3 * presses	4 * presses	then
2	a	b	c		press #
3	d	e	f		
4	g	h	i		
5	j	k	l		
6	m	n	o		
7	p	q	r	s	
8	t	u	v		
9	w	x	y	z	

Note: The # button acts as an enter key. You must press it after each character you enter to save that character in the position. You can also use # to enter a space.

So for example to enter "mary" as an extension user's name, enter the following keystrokes.

6*#2*#7***#9***#

You can also use capital letters if you wish. Use the following table when entering a capital letter.

Number Key	1 press	2 presses	3 presses	4 presses	then
2	A	B	C		press #
3	D	E	F		
4	G	H	I		
5	J	K	L		
6	M	N	O		
7	P	Q	R	S	
8	T	U	V		
9	W	X	Y	Z	

So for example to enter "Mary" as an extension user's name, enter the following keystrokes.