

## **Supervisor Options Record Greetings in Voice Mail**

From the Supervisor menu you can record greetings for all boxes. Check & listen to messages for all boxes. Change options & password for all boxes.

To Access Supervisor Options:

- Access your voicemail box
- From main menu, press 6 for Supervisor Menu

At this point, voice mail will walk you through changing what ever you need to change or check. \*\*See the Supervisor Guide for more detailed information & instructions\*\*

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### **Recording Main Greetings**

- Go into the Supervisor Options
- Press 2 for Routing Box Administration
- Enter Box Number that you are changing / recording  
(*Main Day Greeting is box 800, Main Night greeting is box 801*)
- It will repeat the number you entered and prompt you to press 1 if its correct
- Press 3 to Modify
- Press 1 for Greetings
- Press 2 to Record Greeting
- Press 1 to replay current greeting or Press 2 to record greeting
- Press \* (star) for current greeting
- Record greeting.

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### **Adding / Deleting Phantom Mailboxes**

- Go into the Supervisor Options
- Press **1** for Mailbox Administration
- Enter the Box Number that you are adding or deleting \*
  - It will then speak back the box number and prompt you to Press **1** if its correct
- It will prompt you to:
  - Press **1** to **Add** or
  - Press **2** to **Delete** the mailbox
- It will then say 'Operation Completed Successfully' you may add/delete others or hang up to exit programming.

\*I would recommend choosing a number range for phantom mailbox numbers (i.e. 400 thru 450). Something that is easy to remember and that is not used for a phone extension.



## Programming Direct Number Keys (DSS Buttons)

- 1) With phone on hook
  - 2) Press Feature # (pound) then **3**
  - 3) Press button Key desired
  - 4) Press Top Right – **chg**
  - 5) Press Top Left – **dir**
  - 6) Enter Desired Extension number \_ \_ \_
  - 7) Press Middle Top Key – **save**
  - 8) Press Bottom Right – **ON/OFF**
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## Programming System Speed Dials

1. Press the Feature button # \*
  2. Enter the Admin password = # # # # # # # # (pound (#) eight times)
  3. Press **show**
  4. Dial **04091**
  5. Press **save**
  6. Enter the Speed Dial Number you are going to use (500 through 699)
  7. Press **show**
  8. Press **chg**
  9. Enter in the phone number you want as the speed dial number
  10. Press **save**
  11. If you would like to enter in additional speed dial numbers, press **next** and repeat above – beginning with step 6.
- If you are done – press the '**On/Off**' button to exit out of programming.

## Using the System Speed Dials

From any phone – enter the speed dial number (500–699) that you wish to call

## Programming Idle line Preference

Selects available dial tone when handset picked up

- 1) Before starting choose usually last line in group to use for outgoing calls: code for line 1=**740**; line 2=**741**; line 3=**742**; etc
  - 2) Press **Feature** key
  - 3) Dial **95** on dial pad
  - 4) On soft keys under LCD display, press "**CO**" (Middle Key)
  - 5) Dial Code for line ie: 742 on dial pad
  - 6) Press soft key under LCD display for "**SAVE**" (Middle Key)
  - 7) Press **Speaker** to hang up
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## Programming 1+Dial on CID Table

Adds 1 in front of dialing path on CID callbacks

- 1) From any phone press Feature # (Pound sign) \* (Star) in LCD display will read DB password,
  - 2) Press # (Pound sign) 8 times (#####)
  - 3) Press **Save** on LCD display
  - 4) Press **0 3 2 8** on dial pad
  - 5) Press **SAVE** key under LCD display
  - 6) LCD will display LONG DISTANCE AREA CODE
  - 7) Press **NEXT** key under LCD display
  - 8) LCD will display LOCAL AREA CODE
  - 9) Press **SHOW** key under LCD display
  - 10) LCD will display **NULL**
  - 11) Press **Chg** key under LCD display
  - 12) Press **1** (one) on dial pad
  - 13) Press **SAVE** key under LCD display
  - 14) Press **ON/OFF** key to exit
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## Checking Caller ID (CID) Table Log

- 1) Press **CID** under LCD display
  - 2) Enter password – **9999** (Four 9's)
  - 3) Use LCD arrows for scrolling
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## Programming Button to Answering Service

- 1) Press **Feature # 3**
  - 2) Press selected **Answering Service ON** button
  - 3) Press **Chg**
  - 4) Press **DIR**
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## Programming Extension User Name

- 1) From any phone press Feature # (Pound sign) \* (Star) in LCD display will read DB password,
- 2) Press # (Pound sign) 8 times (#####)
- 3) Press **Save** on LCD display
- 4) Press **04-05-(Extension Number i.e. 101-110 )** on dial pad
- 5) Press **Save** on LCD display
- 6) Press **CHG** on LCD display
- 7) Press **Numeric keypad** to enter name (i.e. DEBI press 3 then # (pound) then 3 twice then # (pound) then 2 twice then # (pound) then 4 three times then # (pound))
- 8) Press **SAVE** on LCD display
- 9) To End press **Speaker** then hang up; To Continue press **NEXT** follow prompts