

## Phone System Programming

### *Phone Outline*

**Exit** Exit's out of various programming

**Security** Locks the phone for security purposes (If applicable, IP Phones only)

**Message Indicator** Flashes when you have a voicemail (or a message waiting)

**Soft Keys** Corresponds with what the display says

**Help** Tells how a one touch key is programmed

**Function One Touch Keys** Used for various features, line keys, intercoms and one touch speed dials

**Recall** Same as Flash key for various features

**Feature** Used for programming

**Answer** Answers the First incoming call to a specific phone

**Mic** Mutes the microphone while on speakerphone

**Menu** Access to Company Directory, Call History and Ring Settings

**Directory** Speed Dials

**Up** Adjusts the volume on the ringer, handset and speaker

**Down** Adjusts the volume on the ringer, handset and speaker

**Redial** Review the last numbers dialed

**Speaker** Speakerphone

**Transfer** Transfer a call to another extension

**Hold** Holds the call

## ***Clock Setting***

### Change the Time:

1. Press **SPEAKER** key, enter **728**
2. Dial **2 digits** for the hour (*must* be in 24 hour clock time)
3. Dial **2 digits** for the minutes
4. Press **SPEAKER**

## ***Program Set Name***

1. Press **SPEAKER** key, enter **700**
  2. Enter the extension number
  3. Spell out name; press **HOLD**
- NOTE: # moves cursor to right: **FEATURE** key moves cursor to left
4. Press **SPEAKER**

## ***Program One-Touch Keys with Functions***

1. Press **SPEAKER**
2. Enter **751**
3. Press the key you would like to program
4. Enter 2 digit code from below
5. Press **SPEAKER**

<b>Code</b>	<b>Function</b>	<b>Brief Explanation</b>
00	Not Defined	Clears the button and leaves it blank
01	DSS/One Touch	Extension number or a phone number
03	DND Key	Do Not Disturb
05	Headset	Needed if you are using a corded headset
10	Call Fwd Immediate	Forwards all calls immediately to desired destination
13	Call Fwd B/NA	Forwards calls if you are busy or do not answer the call in time to desired destination
37	DND / Call Fwd Override	Access to a phone in DND or Call Fwd
78	Record	Records conversation into a mailbox

## ***Message Waiting***

### To Set

1. Call the extension
2. Press **0**
3. Press **SPEAKER**

### To Clear

1. Press **SPEAKER**
2. Enter **773**
3. Press **SPEAKER**

## ***System Speed Dial***

### **Program a new Speed Dial**

1. Press **SPEAKER** key
2. Enter **753**
3. Enter a speed dial code: 000-999
4. Enter the desired telephone number you want to store (up to 24 digits); NOTE: do NOT enter a 9 before the telephone number
5. Press **HOLD** key
6. Spell out the name using the dial pad

**NOTE:** press **#** to move cursor to right or **FEATURE** key to move cursor to left

7. Press **HOLD** key

8. Press **SPEAKER** key

**Use this keypad digit . . .**  
**When you want to. . . 1**

<p><b>2</b></p> <p><b>3</b></p> <p><b>4</b></p> <p><b>5</b></p> <p><b>6</b></p> <p><b>7</b></p> <p><b>8</b></p> <p><b>9</b></p> <p><b>0</b></p>	<p>Enter characters:</p> <p>Enter characters:</p> <p>Enter characters:</p> <p>Enter characters:</p> <p>Enter characters:</p> <p>Enter characters:</p> <p>Enter characters:</p> <p>Enter characters:</p> <p>Enter characters:</p>	<p>1 @ [ ¥ ] ^ _ ` {   } Æ " Á À Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß à á â ã ä å æ ç è é ê ë ì í î ï ð ñ ò ó ô õ ö ø ù ú û ü ý þ ß</p>
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<p>*</p>	<p>Enter characters:</p>	<p>* + , - . / : ; &lt; = &gt; ? B E σ S 8 ¢ £</p>
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**#** = Accepts an entry (only required if two letters on the same key are needed – ex: TOM). Pressing **#** again = Space. (In system programming mode, use the right arrow Soft key instead to accept and/or add a space.)

**FEATURE** Clear the character entry one character at a time.

**HOLD** Clear all the entries from the point of the flashing cursor and to the right.

### **To Use Speed Dial**

2. Press **REDIAL** key
  3. Enter desired code
- OR: press **DIR**, then **SPD**, use arrow keys to scroll OR press a letter on the dial pad then use arrow keys to scroll

### **Delete a Speed Dial**

1. Press **SPEAKER** Key
2. Enter **753**
3. Enter the Code you would like to delete: 000-999
4. When the name and number appear, press **EXIT** (Top left key)
5. Press **SPEAKER** key

## **Voicemail Programming** ***Record Company Greetings***

1. From Ext 101 press **VOICEMAIL** (\*\*see note on Table of Contents)
2. Enter security code (if required)
3. Press **72** to enter system administration
4. Press **4** to record an instruction greeting (main company greeting)
5. Enter mailbox 001 to record the DAY greeting

OR enter 002 to record the NIGHT greeting  
OR enter 003 to record a HOLIDAY greeting  
OR enter 004 to record a CO DIRECTORY greeting  
(\*\*see note on Table of Contents)

6. Press **R** (7 on dial pad) to record and follow the prompts
7. Press **L** (5 on dial pad) to listen to your recording and press # to exit listen mode
8. Press **#** to back up one step to step 5 to record another greeting
9. Hang up when you are finished

Example:

- Thank you for calling.....Our regular business hours are....
- If you know the extension of the person you are calling please enter it now or press 4 for our company directory
- To reach reception or to leave a general message please remain on the line and wait for the beep

## ***Holiday Greeting Activation/De-Activation***

1. Record a holiday greeting.. (See above for instructions)
2. Press **VOICEMAIL** key at 101 (\*\*see note on Table of Contents)
3. Enter security code for this mailbox (if required)
4. Press **72** for system administration
5. Press **6** for override
6. When asked for the table: enter **1**
7. Press **ON** soft key on display
8. Press **SPEAKER**

\*\*\*\* NOTE: to take override OFF after the holiday follow steps 2-6 then at step 7 press OFF soft key on display, then press speaker

### ***Make Changes to Mailboxes***

1. Press **VOICEMAIL** key at 101 (\*\*see note on Table of Contents)
2. Enter security code (if required)
3. Press **72** for system administration
4. Press **7** for subscriber mailbox maintenance
5. Choose from one of the following options:
  - A. Press **32** to erase all messages in a mailbox
  - B. Press **34** to erase the greeting in a mailbox
  - C. Press **36** to erase the name recording for the mailbox
  - D. Press **7** to delete the security code for a mailbox
  - E. Press **6** to record the name for a mailbox

### ***Set up Message Notification from a Mailbox***

1. Press **VOICEMAIL** key
2. Enter security code (if required)
3. Press **67**
4. Press **6** (or **NOTIFY** on display)
5. Press **6** (or **ON** on Display)
6. Enter the two digits of the hour you would like the Notification to start, followed by 2 (A) for AM or 7 (P) for PM
7. Enter the two digits of the hour you would like the Notification to end, followed by 2 (A) for AM or 7 (P) for PM
8. Press **6** to be notified from a number
9. Enter in the telephone number