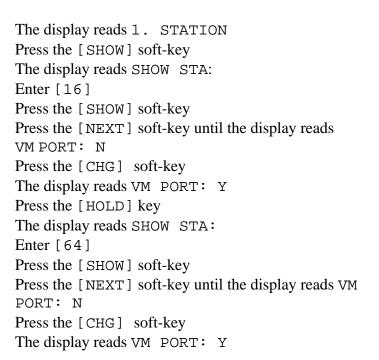# Voice Mail Setup

Step 1

At any Key Telephone station:
[FEAT] + [#] + [*]
The display reads DB PSWD:
Enter password [000000] (default password)
Press the [SHOW] soft-key
Press the [NEXT] soft-key

The display reads 1. STATION
Press the [SHOW] soft-key
The display reads SHOW STA:
Enter [16]
Press the [SHOW] soft-key
Press the [NEXT] soft-key until the display reads
VM PORT: N
Press the [CHG] soft-key
The display reads VM PORT: Y
Press the [HOLD] key
The display reads SHOW STA:
Enter [64]
Press the [SHOW] soft-key
Press the [NEXT] soft-key until the display reads VM
PORT: N
Press the [CHG] soft-key
The display reads VM PORT: Y

Step 2

Press the [HOLD] key twice
The display reads 1. STATIONS
Press the [NEXT] soft-key until the display reads 6.
SYS APPLICAT.
Press the [SHOW] soft-key
The display reads STA HUNT GROUP
Press the [SHOW] soft-key
The display reads HUNT GROUP:
Enter [8]
Press the [SHOW] soft-key
The display reads GROUP TYPE: HUNT

NOTE: All terminations are by RJ-11 connection

Use any digital port to convert to two analog ports.

We use station 16 for the voice mail port in this example.

NOTE: 48 equals the total analog port capacity. Adding 16 to 48 equals 64, thus our second Voice Mail extension is 64

Station 16 coming from the 66 block plugs into the 2-Port Analog Adapter INPUT

The OUTPUT 1 from the 2-Port Analog Adapter plugs into the Jack 1 of VMS unit.

The OUTPUT 2 from the 2-Port Analog Adapter plugs into the Jack 2 of the VMS unit.

Press the [CHG] soft-key
The display reads GROUP TYPE: VM
Press the [NEXT] soft-key
The display reads GROUP MEMBER
Press the [SHOW] soft-key
The display reads MEMBER 01: EMPTY
Press the [CHG] soft-key
Enter [16]
Press the [SAVE] soft-key
Press the [NEXT] soft-key
The display reads MEMBER 02: EMPTY
Press the [CHG] soft-key
Enter [64]
Press the [SAVE] soft-key
Press the [HOLD] key
The display reads GROUP MEMBER
Press the [NEXT] soft-key
The display reads RING ASSIGNMENT
Press the [SHOW] soft-key
The display reads CO LINE 1: NONE
Press the [CHG] soft-key until the display reads CO LINE 1: BOTH
Pres the [NEXT] soft-key
The display reads CO LINE 2: NONE
Press the [CHG] soft-key until the display reads CO LINE 2:   BOTH

NOTE: In this example only two CO Lines are being used.

Step 3

Press the [HOLD] key until the display reads 6. SYS APPLICAT.
Press the [NEXT] soft-key
The display reads 1. STATION
Press the [SHOW] soft-key
The display reads SHOW STA:
Enter [10]
Press the [SHOW] soft-key
Press the [NEXT] soft-key until the display reads RING ASSIGNMENT
Press the [SHOW] soft-key
The display reads CO LINE 1: BOTH
Press the [CHG] soft-key until the display reads CO LINE 1: NONE
Press the [NEXT] soft-key
The display reads CO LINE 2: BOTH
Press the [CHG] soft-key until the display reads CO LINE 2: NONE

NOTE: Change all of the CO LINES which will be used by the system to NONE

Step 4

Press the [HOLD] soft-key until the display reads 1.   STATION
Press the [BACK] soft-key
The display reads 6.   SYS APPLICAT.
Press the [SHOW] soft-key
The display reads STA HUNT GROUP
Press the [NEXT] soft-key
The display reads VOICE MAIL
Press the [SHOW] soft-key
The display reads ICM PREFIX: EMPTY
Press the [CHG] soft-key
Enter [#]
Press the [SAVE] soft-key
Press the [NEXT] soft-key until the display reads DIS DGT: EMPTY
Press the [CHG] soft-key
Enter [****]
Press the [SAVE] soft-key
Press the [CLEAR] key to exit programming

Step 5: Setup System Administrator Mailbox (Greetings)

Dial into Port 16
System Answers Press # # 0
System prompts Mailbox 15-0
Enter Password: 9#56

Administrator Options

For System Greetings	Press 1
For Mailbox Administration	Press 2
For Auto Attendant Configuration	Press 3
To set date and time	Press 4
To set operating mode	Press 5
To select PBX integration	Press 6
To record a prompt	Press 7
To listen to a prompt	Press 8

To change Open and Closing Schedule	Press 9

Dial 1 for System Greetings
The system will prompt you for the greeting # (1-9)
Enter greeting number you want to work with Dial 1

Greetings
Press 1 to review- The selected greeting is played
Press 2 to record- You are prompted to record the greeting
When you finished recording, press # to save the recording
Press 3 to delete - The system will announce the greeting deleted

Record greeting #1

You may now:
Press *………...to go back to Greetings and select another greeting
Press **………..to return to the Administrator Options Menu
Press ***………to exit the system completely