

Panasonic
Communication Systems Division
Technical Advisory

Updated: Nov. 16, 00

Subject: Single Mailbox With Multiple Extensions

Document Number: KTVS2000003

How to program the KX-TVS System so a single mailbox can light the message waiting light on multiple extensions. Limited to a maximum of 20 extensions.

KX-TVS programming. *Follow this procedure exactly!*

1. Go to **System Group Assignment** (Program-System Parameters Settings-System Group Assignment).
2. Choose "2. Extension Group".
3. Choose "1 Enter"
4. When prompted enter a number for the group (This number must not be assigned anywhere else).
5. You can name the group anything you wish.
6. Now start to enter the extensions that will be in your group. (20 max.)
7. Go to **Mailbox setup** (Program-Mailbox Setting)
8. Choose '1 Enter'
9. When prompted for the mailbox number, enter the number that you used for your group.
10. Set the extension of owner to be the same number of the group. Now set the other settings as you would for any other mailbox.
11. As a check, you should now have an extension group, a mailbox and the extension of the owner for that mailbox all using the same number (example 100).

At this time you can have up to 20 extensions using the same mailbox. All message-waiting lights should light on all extensions when the mailbox has a message.

NOTE: If you use this set up you can not have a private mailbox for any of the extensions in the group. That means that all extensions share the same mailbox.

This application is for fully trained Panasonic systems technicians. If the steps above do not seem familiar to you do not attempt to program the system. If you have any questions on this application refer to the installation manual for a full explanation.