

DH CONTACT

## Phone Administrators guide

The System Administrators pass codes for the mailbox functions are \*999 then 412. Also use 123 as a default (In lieu of 412)

To Assign VOICE MAIL boxes to each particular phone go to each phone separately and perform the following operations.

- 1) Press - INTERCOM, #, 656, # and then the extension number of that phone. Then press the REDIAL button.
- 2) Press - INTERCOM, #, 657, \* and then the extension number of that phone. Then press the REDIAL button.
- 3) Press - INTERCOM, #, 603, <sup>216</sup><sub>220</sub> SPEED DIAL, 15 and then the REDIAL button.

↑ THIS = # OF SECONDS (RINGS) BEFORE PICK UP.

To change or EDIT a voice mail pass code:

- 1) Access the system administrators mailbox \*999, 412
- 2) Press 2 for the "mailbox" menu.
- 3) Press 2 for the EDIT "mailbox menu.
- 4) Enter the mailbox number to edit (n,n,n)
- 5) Follow the prompts given.
- 6) To skip certain parameters press # for that prompt until you hear the required parameter.
- 7) Press \* to reset the pass code to default (999).

To record a GREETING or change the existing one:

- 1) Access the system administrators mailbox.
- 2) Press 4 for the "System Greetings" menu.
- 3) Press 1 to set the primary greeting.
- 4) Follow instructions for "open" greeting.

TO ▲ THE CO. INFORMATION MESSAGE  
(DIAL #1)

PRESS:

INTERCOM

216

\*, 1 WAIT...

123

NOW LISTEN... FOLLOW DIRECTIONS... RECORD MSG.