



Administrator Guide

****See full system user guide for detailed descriptions of all feature described ****

To customize your Telephone system you must enter program mode.
To do this press the **Transfer**, enter **200** (customer programming) then **1234** (pass code)
Press **1** to enable programming.

**** If the system times out you will need to re-enter programming**

Note: Use the buttons under the display (soft keys) or Volume + - to change

Press **Transfer** to exit. This will bring you back to your main screen.

Time/Date changes

Press **Transfer 505**

Enter the day of the week: **W**,0=Sunday - 6= Saturday **MM**,01-12 = month **DD**,01-31=Day **YY**,05-99 year **HH**, 24 hour format **MM**, minute (BEEP BEEP)

Press **Transfer** when complete

System Speed dial programming

Press **Transfer 705 Number & 706 Name**

Enter the bin number **500-699** or use the volume keys to scroll
Press the right soft key to program that in number or name. enter 9 and the number you want
Press the left **soft key** to save and exit that bin number. The **Hold** erases entry or setting Press **Transfer** when complete ("706" use the Volume button for the same character.

Change Voicemail greeting

Press **Voicemail** button. When the system answers then press *** # 0000** admin password is **0000**(default)

1= Change prompts (main system greetings)

1001= Day

1002= Night

1003= Holiday

1004-1999 =Sub Menu

2= Change Mail box Add Remove and Edit mailbox and extensions

3= Change answer mode

1=Day mode

2=Night mode

3=holiday mode

****You must put the system back in Automatic in order for the Auto day night to activate**

****Enter 0 for all ports and 0 for Follow automatic Day/night.**