

To Change Attendant Greetings:

From any phone, press the **VM Key**
Press [*] then press # **0000**
Enter the password, **0000**
Edit system prompts **Press 1**
Enter prompt number, **1001 for day**

Press 2 when finished recording and # to save

You will need to delete the canned message first before recording your company's message.

Subscriber Admin press **2**
Lets user get into their mailbox or anyone else's Mail box to make changes.

1001 Day Main Menu
1002 Night Main Menu
1003 Holiday Main Menu
1004 General Information or Sub-Menu 1

To Change Ring Plan

- Press the [Night] key
- Enter Passcode [0] [0] [0] [0]
- Dial the Ring plan you wish to use

0 Schedule (Default)
1 Night
2 Day
3 Holiday

To Change System Time

- Press the [TRANSFER] key
- Dial [2] [0] [0]
- Enter Passcode [1] [2] [3] [4]
- Press [1]
- Press the [SPEAKER] key
- Enter [5] [0] [5]
- W= Enter [0]
- MM=Enter 2-digit month
- DD= Enter 2-digit date
- YY= Enter 2-digit year
- HH= Enter 2-digit hour (use 24hr format 00 – 23)
- MM= Enter 2-digit minute

Format will appear as follows:

[0]	[11]	[05]	[07]	[08]	[00]
Zero	Month	Date	Year	Hour	Minute

- Lift the handset and hang-up to clear from programming mode