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TO PROGRAM A BLANK KEY FOR AN INTERCOM APPERANCE OF ANOTHER EXTENSION

WITH THE HANDSET DOWN, Dial # (key) 9876

Press HOLD

Press the blank key to program

Dial 610

Dial person's intercom number

Press the blank key again

Lift and replace the handset

TO PROGRAM A BLANK KEY FOR A SPEED DIAL

WITH THE HANDSET DOWN, Dial # (key) 9876

Press the blank key to program

Dial 9 and the phone number

Press the blank key again

Lift and replace the handset

TO CHANGE THE NAME ON TELEPHONE DISPLAY

Press the 1st softkey– then select ADMIN

You will be prompted for a password– enter 0000 + HOLD.

PHONE NAME– will be displayed

Press HOLD, enter extension number you want to change name on.

To enter Name– use 2nd softkey to back up, 3rd softkey to advance. Type name in similar to the way you would on a cell phone. Ie: for F you will press 3 key 3 times)

Press HOLD to save entry

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Basic Telephone
System
Administrator
Guide- Telephone
Interface
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Pilothouse Communications, LLC

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 Service Call-contact Griff
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Basic Voicemail System Admin Telephone Interface

How to reset a mailbox password to default

(mailbox number +9)

1- From any phone dial 333

2- When asked for a security code press #

3- When you hear the main company greeting press *

4- Enter 999 for mailbox number

5- Enter 9999 for security code

6- Press 8 for system administration

7- Press 4 to manage user IDs

8- Enter the user ID (mailbox number) you would like to reset the security code for

9- Press 5 to reset the password

10- Hang up phone

How to reset a mailbox

WARNING THIS WILL DELETE ALL MESSAGES IN THE MAILBOX!

1- From any phone dial 333

2- When asked for a security code press #

3- When you hear the main company greeting press *

4- Enter 999 for mailbox number

5- Enter 9999 for security code

6- Press 8 for system administration

7- Press 4 to manage user IDs

8- Enter the user ID (mailbox number) you would like to reset

9- Press 3 to reset user ID

10- Hang up phone

System Distribution Lists (Broadcast messages)

System lists are available as a special attribute of the System Administrator Main Menu, and are an excellent means of distributing interoffice memos to a large group of people in a timely manner. The lists also eliminate the need of every user creating a similar personal list. You can create up to seven system-wide lists. Examples of such lists include all users in the system or in a specific department and all company managers. Stratagy processes mail sent to

Therefore, it may take several minutes to send the message to everyone on a large list, especially if the system is busy.

1- From any phone dial 333

2- When asked for a security code press #

3- When you hear the main company greeting press *

4- Enter 999 for mailbox number

5- Enter 9999 for security code

6- Press 3 to manage mailbox

7- Press 3 to manage lists

8- Select a list number 1-7

9- After selecting a list, you can press:

1 To review your current list

2 To add a user ID to the list

3 To delete a User ID from the list

4 To record a list comment

Send Message Using a System List

1- From your phone dial 333

2- Enter your security code

3- Press 2 to send a message

4- Press 02

5- Enter the list number you want (1-7)

6- Record message