INTERCONNECT SYSTEMS

Information about your new phone:

Passwords: Your default password is your extension number followed by the # sign.
*To **set up** a password(authorization code):*
Lift the handset, Press Trans/ Pgm, Dial 3,2,# follow the directions on the display.

*To **re- set** a password(authorization code)on another phone:* Go to the attendant phone; usually ext. 100. Press Trans/Pgm ,Dial 0,3,1,enter the station number, enter the new password, press Hold/Save.

To record a greeting in your mailbox:
You will need to initialize your mailbox before a caller can leave you a message.
Press TRANS/PGM, press 61, , press #, at the prompt
Begin to record your greeting:
"you have reached the voicemail box for _____, please leave a message after the tone, Thank you and have nice day"
press TRANS/HOLD to save.

To retrieve a message in your mailbox:
Your Call Back button will be red when you have a message. Press the Call Back button and follow the prompts.

To transfer a call directly into someone's mailbox:
Press the TRANS/PGM Button, the CALL BACK button, then the direct extension button of who you want the call to go.

Auto Attendant (this is the greeting customers hear if the phone is not answered.)

To set calls for night, day or auto ring mode:
Go to extension 100, Press DND,
Other choices: number **1** for day mode-number **2** for night
select number **5** for auto ring mode
HOLD to save, The light will now flash continuously (in the day mode).

To Record Auto Attendant Greetings:
Go to extension 100, press TRANS/PGM, press 0, press 6,(you will hear a loud tone), enter the system number 001 is the Day Greeting 002 is the night greeting, 003 is the Directory Greeting

Checking Voicemail from OUTSIDE the office:
Call your main number, when you hear the main greeting, press 7. The audio prompts will ask you to enter your extension number and then enter your password followed by the # sign. Follow the instructions to listen to your messages. You may also change your personal greeting from outside the office.

Programming Speed Dials AND putting them on a button

Step One:
Press TRANS/PGM, SPEED, then enter the bin number (2000-2449)
        Hint: the next available speed bin will be on the screen.
Enter the phone number, just as you would hand dial it.
Press HOLD/SAVE
Enter a name if you wish, but it is not necessary, See page 2-20 for instructions
Press HOLD/SAVE
The next available bin will be on the screen.

Step Two:
Press TRANS/PGM, press the button that you would like the speed dial on.
The screen will say "EMPTY"
Press SPEED, then the Bin number (2000-2449)
HOLD/SAVE

Setting the Date and Time:

From the Attendant Phone!
1. Press the Trans/PGM button
2. 0 for the attendant
3. 4 for date and time
4. Press 1 for change date and time
5. Press hold/ save to skip over the MMYYDD
6. Enter in HH:MM (hour :minutes) note you will not see or hear any information from the key pad)
7. Press HOLD/SAVE

How to make my phone answer hands free for intercom calls.:

See page 2-25 in the user guide.
Press the▲on the navigation button.
Press OK to select BASIC PROGRAM
Scroll down until you highlight MODE (HTP)PROGRAM
Press OK
Press the NEXT soft button until you see HANDSFREE MODE
Press OK
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