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Administrators Cheat Sheet

1. Record Day Message
 - a. Press Program
 - b. Press Hold
 - c. Enter Administrator Password – 456#
 - d. Press 6
 - e. Press 1
 - f. Enter ID number 1# (Enter 1### to record day2 message)
 - g. Follow prompts to record message

2. Record Night Message (if you have just completed recording the day message start with g)
 - a. Press Program
 - b. Press Hold
 - c. Enter Administrator's Password – 456#
 - d. Press 6
 - e. Press 1
 - f. Enter ID 1## (Enter 1#### to record night2 message)
 - g. Follow prompts to record message

3. Record Directory Names
 - a. Press Program
 - b. Press Hold
 - c. Enter Administrator Password – 456#
 - d. Press 6
 - e. Press 2
 - f. Enter the extension number you wish to record and press #
 - g. To record that person's name press 1 (follow prompts)

4. Record Holiday Greeting
 - a. Press Program
 - b. Press Hold
 - c. Enter Administrator Password – 456#
 - d. Press 6
 - e. Press 1
 - f. Enter ID 540#

5. Record the main company general voicemail box 300:
 - a. Press Program
 - b. Press *
 - c. Enter the mailbox number 300#
 - d. Enter the password 300#
 - e. To program the personal greeting press 1
 - f. Press # to confirm personal greeting 1



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- g. Press 1 to record your personal greeting
6. Record the company information mailbox 301:
 - a. Press Program
 - b. Press *
 - c. Enter the mailbox number 301#
 - d. Enter the password 301#
 - e. Press 1 to record your personal greeting
7. Change the Music on Hold
 - a. Press Program
 - b. Press Hold
 - c. Enter Administrator Password – 456#
 - d. Press 6 3 1
 - e. Choices: 591#, 592#, 593# or 590# is external source
8. Change the Music on Hold Volume
 - a. Press Program
 - b. Press Hold
 - c. Enter Administrator Password – 456#
 - d. Press 6 3 3
 - e. Follow the prompts
9. Change the System Date and Time
 - a. Press Program
 - b. Press Hold
 - c. Enter Administrator Password – 456#
 - d. Press 14
 - e. Follow the prompts
10. To remotely check /change the answer mode or main greetings
 - a. Call the main number
 - b. When the greeting answers dial **456# (If a person answers the phone have them press the blue voicemail key and hang up. This sends you to the main greeting)
 - c. To change the answer mode press 1
 - d. To record the holiday greeting press 2
 - e. To record the day time main greeting press 3
 - f. To record the night time main greeting press 4
 - g. To record the second day time main greeting press 5
 - h. To record the second night time main greeting press 6