

### Deleting a pass code:

1. From any phone with administrator rights (usually ext. 101)
2. Press Message button
3. Press MORE or >>>>
4. Press MGR
5. Press CHMB
6. Listen to voice prompts
7. Hang up when finished

### Reset a mailbox to new:

1. From any phone with administrator rights (usually ext. 101)
2. Press Voicemail button
3. Press MORE or >>>>
4. Press MGR
5. Press SUB or SUBS (for subscribers)
6. Listen to voice prompts to delete mailbox
7. Hang up when finished

### Change auto attendant script / Switching between holiday or standard greetings:

1. From any phone with administrator rights (usually ext. 101)
2. Press 190
3. Press MORE or >>>>
4. Press MGR
5. Press GREET
6. Listen to voice prompts
7. Hang up when finished

### Speed Dials:

1. Press Speaker
2. Dial 753 (system) 754 (group) or 755 (station)
3. Dial storage code number 1 – 0 for station, 000 through 999 for system
4. Dial the access code (i.e. 9) if required
5. Dial telephone number you want to store (up to 24 digits)
6. Press Hold
7. Enter the name associated with the speed dialing number
8. Press Hold
9. Press the speaker key to hang up.

**Note:** To enter a pause, press MIC. To store a Flash, press Recall. # = space. You will need this if you need a letter that is on the same number key. ## will put a space between names. Conf = Delete last space  
Exit – Clears all the entries from the point of the flashing cursor and to the right.

**To program your extension name:**

1. Press the Speaker key
2. Dial 700
3. Press the Hold key if you are changing your ext or for another ext dial that ext number
4. Enter the new name
5. Press the Hold key
6. Press the speaker key to hang up.

Note: The name will not change on that ext until the handset is lifted up after the change has been made.

**Change Time:**

1. Press the Speaker key
2. Dial 728
3. Dial two digits for the hour (24 hour clock, 13 = 1:00 PM)
4. Dial two digits for the minutes (00~59)
5. Press Speaker to hang up

**To change how intercom calls ring your extension:**

1. Press the speaker key or lift the handset
2. Dial 723 to have calls ring your extension.  
-OR-
3. Dial 721 to have calls voice announce to your extension.

**To change the pitch of your incoming ring (multiline terminal only):**

1. Press the Speaker key
2. Dial 720
3. Dial 1 to change ringing for Intercom calls  
-OR-  
Dial 2 to change ringing for trunk calls.
4. Select the Pitch (1~8)
5. Press Speaker to hang up.

**To adjust the volume of your ring:**

1. Press the Speaker key
2. Dial 729
3. Press the Up and Down arrow keys to adjust the volume