

# **System Admin**

## **AXXESS Telephone System**

Rev. 8/02

# System Information

**Voice Mail Extension =**

**Night Mailbox =**

**Administration Mailbox =**

## Changing Date and Time

From main phone:

- Press button on screen next to ADMIN FEATURES
- Press button on screen next to <<
- Press button on screen next to SET DATE & TIME
- Using keypad, enter new date or press ACCEPT
- Using keypad, enter new time or press ACCEPT
- Press 1 for AM or 2 for PM

## Inputting System Speed Dials

From main phone:

- Press button on screen next to ADMIN FEATURES
- Press button on screen next to <<
- Press button on screen next to SYSTEM SPEED DIAL
- Enter speed dial code (000-999)
- Using keypad, spell name
- Press button on screen next to ACCEPT
- Using keypad, enter phone number
- Press button on screen next to ACCEPT

# System Greetings

To change company greetings:

Press **VMAIL** button

When system answers, press: \* \_\_\_\_\_

Enter passcode: \_\_\_\_\_ #

Press: **9 3 1**

Enter the appropriate greeting number (**003** for day; **004** for night, etc.)

To erase and re-record, press **3**

To re-play new recording, press **1**

To accept the new recording, press **#**

## 003 - Day greeting:

*"Thank you for calling \_\_\_\_\_. Our operator is currently assisting other callers. Please stay on the line and someone will be with you shortly."*

## 004 - Night greeting:

*"Thank you for calling \_\_\_\_\_. Our normal business hours are - \_\_\_\_\_ . If you know your party's extension, you may dial it at any time. For our company directory, press pound. Or remain on the line to leave a message in our general mailbox and your call will be returned on the next business day."*

# Mailbox Maintenance

Press **VMAIL** button

When system answers, press: \* \_\_\_\_\_

Enter passcode: \_\_\_\_\_ #

Press: **9 2**

Enter mailbox number

- 1 = record greeting
- 2 = record directory name
- 3 = record password
- 4 = change envelope settings