

SV9100 UM8000 Admin Instructions

Recording the standard Day and Night greeting

From inside the office

Press the VMSG soft key (soft keys are located under the display)

Do NOT enter security code press the # key

Dial 632

Enter 6871 for security code

Press the MORE soft key

Press the MGR soft key

Press the GREET soft key

System will prompt it is in day or night mode depending on the time of day and it will ask would you like to change to alternate greeting mode, press 2 for no

System will say "would you like to change the greetings for Opening Box?" press, 1 for yes

System will play back the current day or night greeting depending on the time of day. (If it's during typical business hours the day greeting will play and if it is after hours the night greeting will play) Once it is done playing it will ask "Would you like to switch to alternate greeting mode? press 1 for yes and 2 for no

System will prompt "would you like to rerecord the standard day or night greeting, (If it's during typical business hours the day greeting will play and if it is after hours the night greeting will play) press 1 for yes Begin recording at the tone and press the * key when finished. (If you need to re-record press the # key)

From outside the office to change the standard day or night greeting

Call the main number to your office

When the system answers dial 632

Enter security code 6871

Press "0" for manager options

System will prompt would you like to change a mailbox press 2 for no

System will prompt would you like to change the greetings for opening box press 1 for yes

The system will prompt that it is in day or night mode depending on the time of day and it will ask "Would you like to change to alternate greeting mode" press 2 for no (If it's during typical business hours the day greeting will play and if it is after hours the night greeting will play)

System will playback the standard day or night menu. Next it will prompt would you like to change it press 1 for yes. Begin recording after the tone and press the * key when finished, (If you need to re-record press the # key)

System will prompt would you like to change to alternate greeting mode press 2 for no

System will prompt would you like to change the standard day or night mode press 1 for yes (If it's during typical business hours the day greeting will play and if it is after hours the night greeting will play)

Begin recording at the tone and press the * key when finished (If you need to re-record press the # key)

Cont'd

From Outside the office, changing and activating the alternate greeting

To change the alternate greeting and put the system in alternate greeting mode

Call the main number

When the system answers dial 632

Enter the security code 6871

Press "0"

System will prompt would you like to change a mailbox, press 2 for no

System will prompt would you like to change the opening greetings? Press 1 for yes

System will prompt it is in day or night mode would you like to change to alternate greeting mode press 1 for yes

System will prompt would you like to change the greetings for opening box, press 1 for yes

System will play back current day or night greeting depending on the time of day. (If it's during typical business hours the day greeting will play and if it is after hours the night greeting will play) After the greeting plays it will prompt "Would you like to change it" press 2 for no

System will prompt would you like to switch to the alternate greeting press 1 for yes

System will prompt would you like to re-record the standard day greeting press 2 for no

System will prompt would you like to re-record the standard night greeting press 2 for no

System will prompt would you like to re-record the alternate greeting, press 1 for yes

Begin recording at the tone and press the * key when finished. If you make a mistake and want to re-record press the # key

System will prompt would you like to change the greetings for opening box, press 1 for yes

System will play back current day or night greeting depending on the time of day. (If it's during typical business hours the day greeting will play and if it is after hours the night greeting will play) After the greeting plays it will prompt "Would you like to change it" press 1 for yes

Changing to alternate greeting from inside the office

Press the VMSG soft key

Do NOT enter security code press the # key

Dial 632

Enter 6871 for security code

Press the MORE soft key

Press the MGR soft key

Press the GREET soft key

System will prompt it is in day or night mode depending on the time of day and it will ask would you like to change to alternate greeting mode, (If it's during typical business hours the day greeting will play and if it is after hours the night greeting will play) press 1 for yes

System will prompt would you like to change the greetings for opening box, press 1 for yes

System will play back current day or night greeting depending on the time of day. After the greeting plays it will prompt "Would you like to change it" press 2 for no

System will prompt would you like to switch to the alternate greeting press 1 for yes

System will prompt would you like to re-record the standard day greeting press 2 for no

System will prompt would you like to re-record the standard night greeting press 2 for no

System will prompt would you like to re-record the alternate greeting, press 1 for yes

Begin recording at the tone and press the * key when finished. If you make a mistake and want to re-record press the # key

To switch back from the alternate to the standard day/night**From outside the office**

Call the main number

When the system answer dial 632

Security Code 6871

Press "0" for manager options

System will prompt would you like to change a mailbox, press 2 for no

System will prompt would you like to change the opening greetings? Press 1 for yes

System will prompt that it is currently in alternate greeting mode, "shall I leave it on" press 2 for no

To switch back from the alternate greeting to the standard day/night greeting from inside the office

Press the VMSG soft key (located under the display)

Do NOT enter security code press the # key

Enter 632

Enter security code 6871

Press the MORE soft key

Press the MGR soft key

Press the GREET soft key

The system will prompt "The system is in alternate greeting mode" "Shall I leave it on" press 2 for no.

Mailbox Maintenance

From inside the office:

Press the VMSG soft key (soft key are located under the display)

Do NOT enter security code press the # key

Enter 632

Enter security code 6871

Press the MORE soft key

Press the MGR soft key

Press the SUBS soft key

Enter mailbox you need to change

System will ask "Would you like to delete the security code" Press 1 for yes or 2 for no (If you delete the security code it will set it back to the default 0000)

Next the system will ask would you like to delete the mailbox press 1 for yes or 2 for no (If you delete the mailbox you delete all messages)

Next the system will ask would you like to add a mailbox. Press 1 for yes and 2 for no. (If you have a new employee starting and you want to give them the system tutorial you would delete the mailbox and re-create the mailbox.

To Record a Greeting in a Transaction Box:

From inside the office:

Press the VMSG soft key (soft key are located under the display)

Do NOT enter security code press the # key

Enter 632

Enter security code 6871

Press Lv MSG soft key

When prompted, enter the Transaction mailbox # you wish to rerecord

Follow the instructions for rerecording the greeting