

INTER-TEL

SET DATE AND TIME:

-While on hook enter SPCL 9800 (SPCL 9810 for network)

-Use the keypad keys to enter the month, day, and year.
(010398 for January 3, 1998 for example)

Press # to skip if the date is correct.

-Use the keypad keys to enter the time in hours and minutes. (0900 for 9:00)

-Press 1 for am or press 2 for pm.

HOW TO CHANGE COMPANY GREETINGS ON INTERTEL SYSTEM

1. DIAL INTO THE VOICE MAIL SYSTEM:
INSIDE THE BUILDING DIAL 2000
OUTSIDE THE BUILDING DIAL THE COMPANY MAIN NUMBER
2. AT THE GREETING PRESS * THEN THE 5000, 5000#
3. ONCE YOU ARE IN THE ADMIN MAILBOX PRESS 9 – IT DOES NOT TELL YOU TO DO SO.
4. PRESS 3 TO SELECT CUSTOM RECORDINGS.
5. PRESS 1 TO MAKE A CUSTOM RECORDING.
6. ENTER THE RECORDING NUMBER – 99# FOR CLOSED/HOLIDAY.
7. FOLLOW THE INSTRUCTIONS FOR RECORDING THEN PRESS # TO CONFIRM RECORDING. PRESS * FOR PREVIOUS MENU.
8. NOW PRESS 2 TO SELECT A CUSTOM RECORDING.
9. DIAL THE APPLICATION NUMBER:
2505 – DAY 2506 – NIGHT
10. CHOOSE THE GREETING YOU WANT TO PLAY – 99# FOR CLOSED/HOLIDAY.
11. IT WILL PLAY THE CURRENT GREETING OF THE NUMBER YOU CHOSE – PRESS # TO CONFIRM.
12. HANG UP AND DIAL MAIN NUMBER TOP TEST.

TO PUT YOUR ORIGINAL GREETING BACK ON:

FOLLOW INSTRUCTIONS 1 THROUGH 4 ABOVE.

SKIP TO NUMBER 8 AND FOLLOW THE REST OF THE INSTRUCTIONS IN ORDER.

AT STEP 10 THE GREETINGS WILL NOW BE AS FOLLOWS:
DAY – 5# NIGHT – 6#

BE SURE YOU CONTINUE THROUGH STEP 12 – DON'T FORGET TO TEST IT!