

SV8100/SV9100 & INMAIL ADMINISTRATION GUIDE

Phone System Programming

Phone Button Outline:



Exit - Exit's out of various programming

Security - Locks the phone for security purposes (If applicable, IP Phones only)

Message Indicator - Flashes when you have a voicemail (or a message waiting)

Soft Keys - Corresponds with what the display says

Help - Tells how a one touch key is programmed

Function One Touch Keys - Used for various features, line keys, intercoms and one touch speed dials

Recall - Same as Flash key for various features

Feature - Used for programming

Answer - Answers the First incoming call to a specific phone

Mic - Mutes the microphone while on speakerphone

Menu - Access to Company Directory, Call History and Ring Settings

Directory - Speed Dials

Up - Adjusts the volume on the ringer, handset and speaker

Down - Adjusts the volume on the ringer, handset and speaker

Redial - Review the last numbers dialed

Speaker - Speakerphone

Transfer - Transfer a call to another extension

Hold - Holds the call

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Change the Time:

1. Press **SPEAKER** key, enter **728**
2. Dial **2 digits** for the hour (*must* be in 24 hour clock time)
3. Dial **2 digits** for the minutes
4. Press **SPEAKER**

Program Set Name:

1. Press **SPEAKER** key, enter **700**
2. Enter the extension number
3. Spell out name; press **HOLD**
NOTE: # moves cursor to right; **FEATURE** key moves cursor to left
4. Press **SPEAKER**

Swapping Extension Numbers:

From the employee's phone that you'd like to swap

1. Press **SPEAKER** key, enter **797**
2. Enter Password **1111**
3. Enter the extension to swap the extension with
4. Press **SPEAKER** key

System Speed Dial (Phone Method)

Program a new Speed Dial

1. Press **SPEAKER** key
2. Enter **753**
3. Enter a speed dial code: 000-999
4. Enter the desired telephone number you want to store (up to 24 digits); NOTE: do NOT enter a 9 before the telephone number
5. Press **HOLD** key
6. Spell out the name using the dial pad
NOTE: press # to move cursor to right or **FEATURE** key to move cursor to left
7. Press **HOLD** key
8. Press **SPEAKER** key

To Use Speed Dial

2. Press **REDIAL** key
3. Enter desired code
OR: press **DIR**, then **SPD**, use arrow keys to scroll OR press a letter on the dial pad then use arrow keys to scroll

Delete a Speed Dial

1. Press **SPEAKER** Key
2. Enter **753**
3. Enter the Code you would like to delete: 000-999
4. When the name and number appear, press **EXIT** (Top left key)
5. Press **SPEAKER** key

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Voicemail Programming

Record Company Greetings

1. From System Administrator Mailbox (usually reception), press **VM** Soft Key
2. Press **72** to enter system administration
3. Press **4** to record an Instruction greeting
4. **ENTER** the Instruction greeting # you'd like to record:
 - a. **001** - to record the **DAY** greeting
 - b. **002** - to record the **NIGHT** greeting
 - c. **003** - to record the **HOLIDAY** greeting
 - d. **004** - to record the **DIRECTORY** greeting

Note: Please contact Connect Okanagan Telephone for any Instruction greetings not listed

5. Press **7** to record and follow the prompts
6. Press **5** to listen to your recording and press # to exit listen mode
7. Press # to back up one step to step 3 to record another greeting
8. Hang up when you are finished

Holiday Greeting Activation/De-Activation

1. Record a holiday greeting. ((Mailbox 003) see above for instructions)
2. From System Administrator Mailbox (usually reception), press **VM** Soft Key
3. Press **72** for system administration
4. Press **6** for override
5. When asked for the table: enter **01**
6. Press **ON** soft key on display
7. Press **SPEAKER**

TO DE-ACTIVATE: Follow steps 2 – 5; at step 6, Press **OFF** soft key

Making Changes to a Mailboxes

1. From System Administrator Mailbox (usually reception), press **VM** Soft Key
2. Press **72** for system administration
3. Press **7** for subscriber mailbox maintenance
4. **ENTER** the **MAILBOX NUMBER** you'd like to Change
5. Choose from one of the following options:
 - a. Press **32** to **ERASE** all **MESSAGES** in a mailbox
 - b. Press **34** to **ERASE** the **GREETING** in a mailbox
 - c. Press **36** to **ERASE** the **RECORDED NAME** for the mailbox
 - d. Press **7** to **DELETE** the **SECURITY CODE** for a mailbox
 - e. Press **6** to **RECORD** the **NAME** for a mailbox