

To set up mailboxes:

1. Program an authorization code (password) for every station—
 - a. Enter system programming
 - b. Press PGM and dial 227—"BIN" numbers correspond to station positions, i.e., 001=STA 100.
 - c. Enter "001" to select station 100. Press Flex Button 1. Enter 100, SAVE.
 - d. Press BACK, enter "002" for station 101, then flex button 1. Proceed to match up Authorization codes with Station IDs to ease initial setup. Authorization codes must be unique.
2. Record a greeting for each phone's mailbox. From every digital phone, press TRANS/PGM, 6, 1, then # and record a greeting, then press HOLD/SAVE. [From an SLT, dial 563 then 6 1 then #.]
3. Record a station name, used for company directory, for each phone. From every digital phone, press TRANS/PGM, 6, *, then # and record a name, then press HOLD/SAVE. [From an SLT, dial 563 then 6 * then #.]

Done! Your mailboxes are ready to take messages.

Optional: modify settings in PGM 111-113 as shown below. Tip: Turn on the VMIB Msg Password setting so that users will need to use their passwords from their stations. That way, they remember them when accessing their voice mail remotely.

Relevant programming entries

PGM	BTN	Label	Default	Range	Details
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Station programming

110	3	CD first name	-		For company directory feature
	4	CD last name	-		For company directory feature
111	2	Call FWD	ON	OFF/ON	Determines whether user may use a forwarding feature
	17	VMIB message type	LIFO	LIFO/FIFO	Determines playback order in mailbox
112	10	Two-way record	OFF	OFF/ON	One-touch record to mailbox via pre-programmed flex button
113	2	VMIB access	ON	OFF/ON	Determines whether user can access VMIB
	8	VMIB Msg Password	OFF	OFF/ON	ON will force user to enter their auth code to log into mailbox
	9	VMIB Msg DD/TM	ON	OFF/ON	Preamble date/time for each message
	14	Auto FWD to VMIB	OFF	OFF/ON	Sends unanswered calls to VMIB
	17	Park and Page	OFF	OFF/ON	Determines whether callers to this mailbox can use the Park and Page feature
	19	DND forward to VM	OFF	OFF/ON	Will fwd to VMIB when an internal or external call is presented to a station in DND

System programming – affects all users

161	21	5 Digit Authorization Code Length	OFF	ON/OFF	Defines Authorization Code length. OFF: 3-11 digits ON: 5 digits
180	23	VM Outbound Retry Count	2	0-9	Specifies the number of times the system will dial out to notify you of a new voice message.
181	3	VMIB max user record timer	20	10-255	Maximum time in seconds for a caller to record a mailbox message
	4	VMIB valid user message timer	4	0-9	Minimum time in seconds for a caller to record a mailbox message- if duration is less than this timer, message is not considered valid and not stored in mailbox
	15	VM Pause Timer	30	01-90	The amount of time (x100msec) a voice mail port will remain idle before taking another call.
	17	VMIB Message Rewind Timer	5	01-99	The amount of time the system will wait for the station user to press the [REWIND] button while listening to voice mail messages.
	20	FWD to VMIB timer	20	20-60	Determines number of seconds which elapse before forward to VMIB takes place



Subscriber operation

Task	Operation	Notes
Record your mailbox greeting	Trans/Pgm 61, then # and record your greeting, then press Hold/Save.	You must record a mailbox greeting for remote access and forwarding to mailbox. After initial setup, you can change your greeting remotely.
Record your name for company directory	Trans/Pgm 6*, then # and record your name, then press Hold/Save.	Company Directory is a feature programmed by the Administrator
Set mailbox password	Trans/Pgm 31, enter password, press Hold/Save	For initial password setup. This works only if password is blank. Password may not match that of another phone.
Change mailbox password	Trans/Pgm 32, enter old password, press Hold/Save, enter new password, press Hold/Save	Performed from subscriber's phone.
Check messages from outside	Dial the company main number, dial your own extension when the automated attendant begins to play the company greeting. When you hear your own mailbox greeting playing, press *, then enter your password followed by #.	Administrator may also set up the 'mailbox owner' feature using the Auto Attendant to route into voice mailboxes without the delay of ringing and timing out.
Change mailbox greeting (remotely)	Press 2 after logging into your mailbox, then follow the prompts.	After entering your password and #, press 2. While the mailbox greeting is being played, press # to record a new greeting. Record the new greeting and press * to save it.
Navigation away from your mailbox	When you are logged into a mailbox, press *, then you will hear the mailbox's greeting begin to play again. Press zero to be transferred to the attendant, or dial an extension to be transferred to it.	
Set cell phone notification	From your digital phone, Trans/PGM 68, then press 1 (to turn on notification), then Hold/Save. Trans/PGM 69, then the number at which you want to be notified, then Hold/Save	
Set up a mailbox button for another station	Press Trans/PGM, desired flex button, TRANS 4 7 xxx, (where xxx represents the target station number), HOLD. ex.: Trans/PGM, BTN24, Trans/PGM 4 7 102, Hold/Save- this programs a mailbox button for station 102.	Note that you still need to set up the target station's greeting and password separately.
Set up a mailbox button for your own station	Trans/PGM + Flex + Trans/PGM + 92 + Hold/Save	This is a Callback button, and is the same function as the hard-coded MSG/CallBk button on the 24-button phones.
Set up a one-touch record (two-way record) button	Press Trans/PGM, desired flex button + Trans/PGM + 54 + Hold/Save	The system administrator controls whether each subscriber's phone may use this feature.
Delete your mailbox greeting	Trans/PGM 66.	This is not recommended, as deleting the greeting denies the subscriber remote access to their mailbox.