



IP Office Basic Phone System

Programming Guide

- *Moving or additions to current systems*
- *Voice and data wiring*
- *Employee training and programming*

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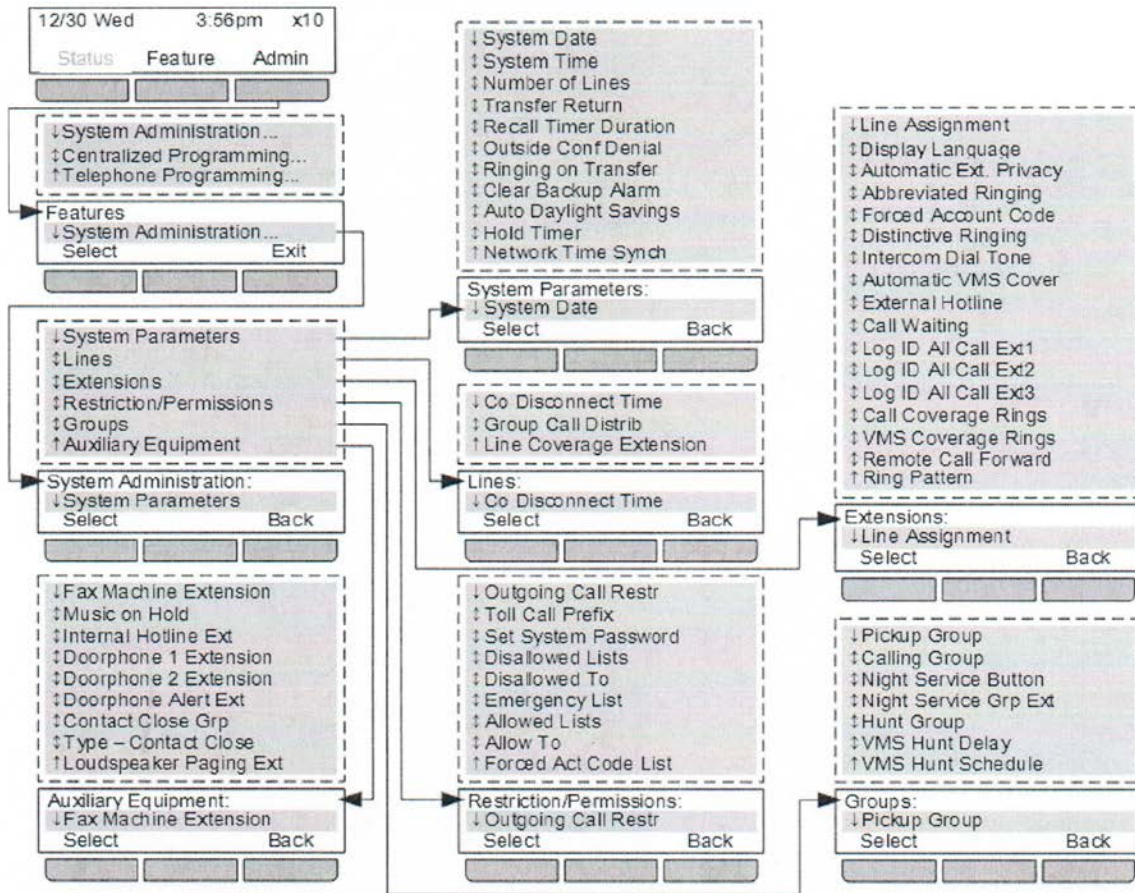
Idaho Falls 523-0006
Pocatello 232-2224
Jackson, WY 733-8700

Programming Menus

The following diagrams summarize the Admin menu options.

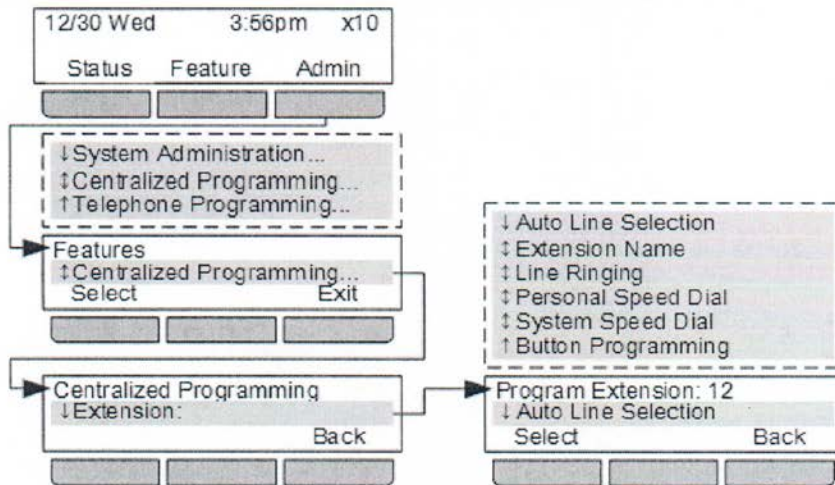
For both 1408/1416 sets and 9508 series sets use the "Admin" soft-key (far left button on the bottom of display) on extensions 10 and 11.

System Administration Menu



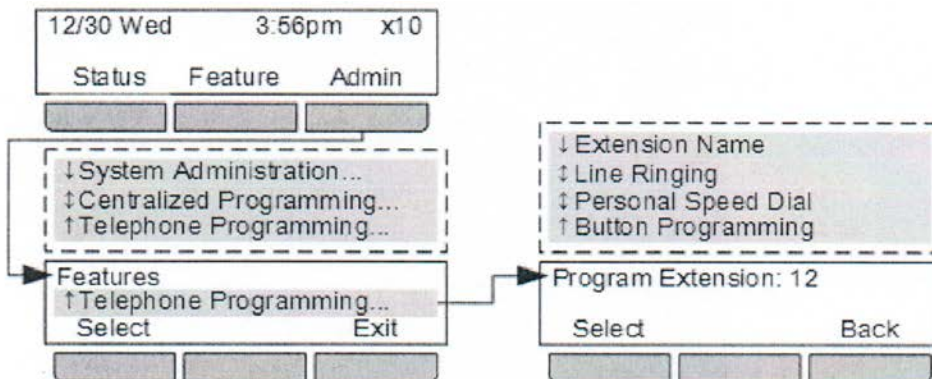
Centralized Programming Menu

The Centralized Programming Menu option is only shown on extensions 10 and 11. The commands in the sub-menus allow the users of extensions 10 and 11 to program settings for other extensions.



Telephone Programming Menu

These commands allow a 1408 or 1416 phone user to change the settings applied to their own extension. Line Ringing is view only. On extensions 10 and 11, System Speed Dial is also accessible.



Main Greeting for the Entire System

Auto Attendant

Dialing the appropriate number shown in the table below allows recording and playback of the matching auto attendant prompt. It is important to remember that callers always hear two prompts, a greeting prompt and then a menu prompt. In addition they may also hear the emergency greeting first if it has been activated.

Auto Attendant									
	1	2	3	4	5	6	7	8	9
Morning Menu	7841	7842	7843	7844	7845	7846	7847	7848	7849
Evening Menu	7881	7882	7883	7884	7885	7886	7887	7888	7889
Out of Hours Menu	7891	7892	7893	7894	7895	7896	7897	7898	7899

The Auto Attendant Access numbers allow internal access to an auto attendant. Calls can be transferred to these numbers.

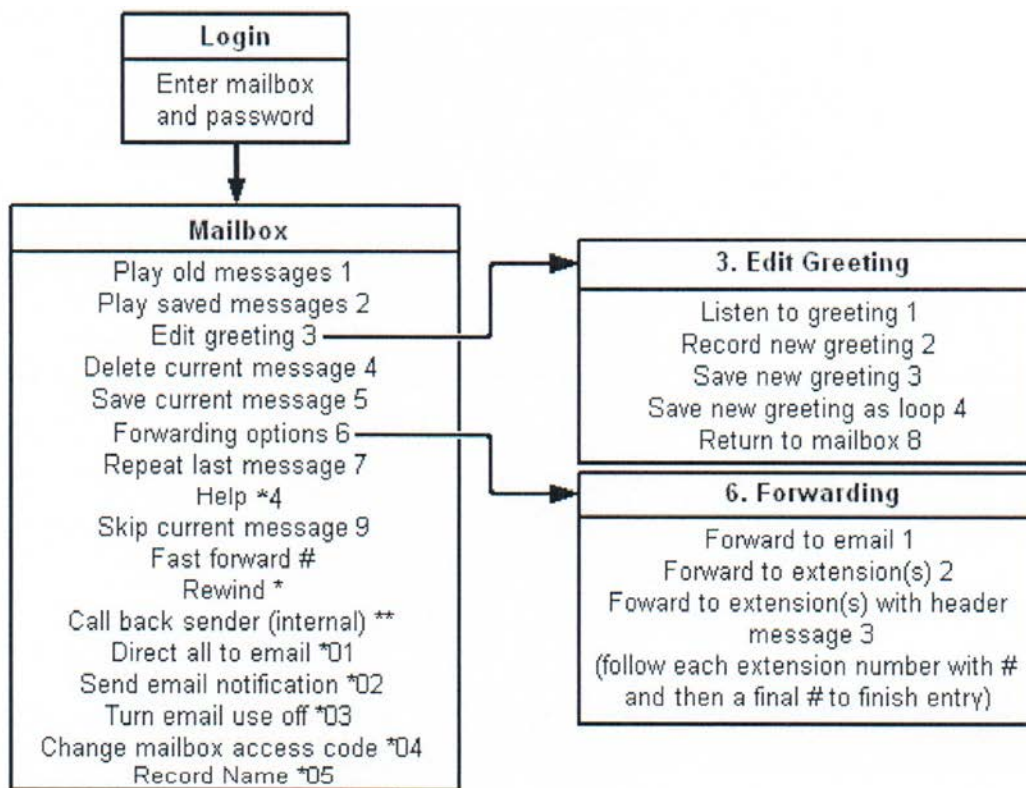
Personal Voicemail

Your system administrator can also configure other methods of access including access to your mailbox from other phones.

- On 1408 and 1416 phones, you can access your mailbox using Visual Voice.

Accessing Your Mailbox

1. Press the **Intercom 1** or **Intercom 2** button and dial **7 7 7**.
2. If your mailbox has an access code set, you will be prompted to enter it. Enter your access code.
3. You will hear a prompt tell you how many messages you have. If you have any new messages the voicemail system will start playing your new messages.
4. You can use the controls indicated below to manage your mailbox and messages.



IMPORTANT

Once a new message has been listened to, it is marked as 'old' and is automatically deleted after 24 hours. If you do not want the message deleted, you must mark it as 'saved' by pressing **5** while listening to the message.