



Inter-Tel Axxess System Administrator Programming Hints

How to set Time and Date

1. While telephone is idle, enter "9800". Display shows "DATE:"
2. Enter Date: MM:DD:YY. If the date is correct, press "#" to skip this entry.
3. The display will show "TIME". Enter the time in 12-hour format.
4. The display will show: "Press 1 for AM, press 2 for PM." Select one.
5. Press "#" to exit.

To Activate Night mode

1. While telephone is idle, press the "Night" key. The key will be illuminated. If you do not have a "Night" key, press "∞ 9860". The message on the display will confirm that Night Mode is On.

To Deactivate Night Mode

1. While telephone is idle, press the "Night" key. The key will no longer be illuminated. Night Mode is deactivated. If you do not have a "Night" key, press "∞ 9860" and Night Mode is deactivated.

System Alarms

1. If a system alarm appears on the display, write down the number.
2. Alert your system vendor.
3. To clear the alarm and return the display to normal view, press "Clear Alarm" button (on an Executive set). Press "∞ 9850" on standard LCD sets.

To Program System Speed Dial Numbers

*Note: If you make a mistake, press MUTE to backspace or * to cancel the entry and start over.*

1. Press "∞ 9801". Enter the Speed storage location number (000-999).
2. Enter the name for the Speed Dial number using the alpha characters on the dial pad.
3. Press "#" to save the name.

Enter the telephone number (up to 32 digits) to be stored.

*Note: To include a *,#, pause, or hook flash in the number, press "¥": once for "*", twice for "#", three times for hook flash, and four times for a pause.*

How to Record Custom Greetings

1. Enter the Voice Mail access code ("277" for three-digit extension systems, or "2504" for four-digit extension systems).

2. When the Automated Attendant greeting begins to play, press "*", followed by the administrator mailbox number: "500" for three-digit extension systems or "5000" for four-digit extension systems. You will then be prompted to enter your pass code, which is 500 or 5000.
3. You will hear a menu of administrator options. Press "3" for custom recordings.
4. At the next menu, press "1" to select a custom recording. This allows you to apply a previously recorded message to an application. Press "1" to make a custom recording. Press "3" to review a previously made custom recording. This option allows you to listen to existing recordings before changing them.
5. Press "1". You will then be prompted to enter the greeting number. This is a three-digit number (003-099). **Recording numbers 001 and 002 should never be changed.** Generally, recording 003 is for day operation and 004 is for night operation. Enter the recording number to change or create. You will be prompted to begin recording at the tone. Press "1" when finished. The recording will replay for your review. To save, press "#"
6. Pressing "*" at any time will return you to the previous menu.

Applying Custom Recording to Application

1. To apply your new recording to the Main Greeting Application, press star "*" until you hear the Custom Recording menu, "Press "1" to select....."
2. Enter "1".
3. You will be prompted to enter the Application number ("275" for three-digit extension systems or "2500" for four-digit extension systems). Variations of these numbers may exist depending on the design of your system. Ask your system installer for details.
4. Once you have entered the application number, you will be asked to enter the recording number for Day operation, and then the recording number for Night operation. You may choose to have the same recording for Day and Night if you prefer.

How to apply the recording to the Main Greeting

1. Press "*"
2. Enter "3" for recording options
3. Enter "2" to select a custom recording
4. Enter "2500" to select application extension number.
5. Enter "1" or "2" for day/night

Press the recording number, then "#" to accept.