



## **Executone Medley System Administration**

### **To Change The System Time**

1. Press the "Menu" key.
2. Press "Park 3".
3. Enter the password (default is 456).
4. Press "#".
5. Press "1" for System Functions.
6. Press "4" for System Clock.
7. Enter the time in 12-hour format.
8. Press "#".
9. Press AM or PM by pressing "Park 3" in the LCD screen.
10. Press "#" to confirm.
11. Hang up or press "HF".

### **To Change The System Date**

1. Press the "Menu" key.
2. Press "Park 3".
3. Enter the password (default is 456).
4. Press "#".
5. Press "9819" for the date.
6. Press the digit for the month (January would be "1").
7. Press "#".
8. Press the digit(s) for the day.
9. Press "#".
10. Press the digits for the year.
11. Press "#".
12. Hang up or press "HF".

### **How to Change Main Greeting**

1. Press "MENU".
2. Press "Park 3".
3. Enter the password (456).
4. Press "6" for prompt recordings.
5. Press "1" to record the system prompts.
6. Enter the branch ID or system prompt to record ("1" is the Automated Attendant).

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7. Press "#".
8. You will hear the recording if one was previously recorded.
9. Press "1" to record.
10. Press "1" when finished recording.
11. Press "#" when satisfied with your recording.

### **The system brings you automatically to the night greeting**

1. You will hear the recording if one was previously recorded.
2. Press "1" to record.
3. Press "1" when finished recording.
4. Press "#" when satisfied with your recording.
5. You can hang up or press "HF".

### **Example Greetings**

#### **All Purpose Greetings**

1. "Thank you for calling ABC Company.  
If you know the extension of the person you wish to reach, please enter it at any time or you may press 1 for the company directory. You may also remain on the line or press 0 for assistance.  
Thank you."
  
2. "Thank you for calling ABC Company.  
If you know the extension of the person you wish to reach, please enter it now. You may also make your selection from the following. For parts and service press 2. For the sales department press 3. For our job hot line press 4. You may also remain in the line or press 0 for assistance. Thank you."

#### **After Hours Greeting**

"Thank you for calling ABC company. Our office is currently closed. Office hours are from 8:00 A.M. to 5:30 P.M. Monday through Friday. If you know the extension of the person you wish to reach, you may enter it at any time. You may also press 1 for our company directory. If you do not know who you wish to speak with please remain on the line to leave a general message and your call will be returned the next business day."

#### **Holiday Greeting**

"Thank you for calling, our office is closed in observance of the

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holiday. You may dial your party's extension, at any time, or please call back during normal business hours."

### **How To Change A User's Password From the User's Phone**

1. Press "Menu".
2. Press "5" to program your password.
3. Press the password (456).
4. Press "#".
5. You will hear, "To enter a new password press 1, to restore the default password press 2, to hear the current password press 3."
6. Press "#" when finished.

### **Change a Mailbox Password When you Don't Know the Current Password:**

1. Press Menu.
2. Press "5" (Voicemail programming).
3. Dial administrator "456" or installer "789" password.
4. Press "#" to enter.
5. Press "1" (select a new password).
6. Enter the new password.

### **If you DO NOT want a password**

1. Press 0 when you hear, "To enter a new password press 1, to restore the default password press 2, to hear the current password press 3."
2. Press #

### **To Observe (Silent Monitor) Another Station:**

1. From your station, dial "561".
2. Dial the extension number of the phone to be observed.

### **How to Set Up Cascade Paging**

1. Press "MENU" (F1).
2. Press "\*".
3. Press the cascade paging mailbox number (MB 520).
4. Press "#".
5. Press the Password (Same as the MB number 520).
6. Press "6" to program the pager numbers.

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7. Enter the first paging number.
8. Press "#".
9. Enter the second number.
10. Press "#".

Note: If a phone number is already recorded, it is recommended that you press "HOLD" to delete it before entering a new number.

### **Record a Call:**

1. While on a call, press "MORE".
2. Press "REC".
3. Hang up phone to end recording.

### **To Create A Guest/Information Mailbox (Available Mailboxes are 300 to 499)**

1. Press "MENU".
2. Press "Park 3".
3. Enter the password (456).
4. Press "#".
5. Enter "53".
6. Enter the mailbox to program (300-499).
7. Press "#".
8. Enter the mailbox name, press "#" when finished.
9. Press "#" to confirm.
10. Select a mailbox type, press "Park 3" to toggle. Choices are "Guest" or Info. If you enter "Info.", you will be given a choice of "MB", "Ext.", or "Default". This determines where the call will go after hearing the message in the Information mailbox.
11. Hang up.

**Note:** You must record a greeting in these types of mailboxes for the system to recognize them.

**Note:** Default for Info. mailbox is 9999 (Auto Disconnect).

### **How To Record A Greeting In A Guest Or Info. Mailbox**

1. Press "MENU".
2. Press the "VM" key.
3. Press "\*".
4. Press the Guest or Information mailbox number.
5. Press "#".
6. Press the password (default is the mailbox number).

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7. Press "#".
8. Press "1" to record (when you have finished recording press "1" to save your new recording).
9. Press "2" to delete the recording.
10. Press "3" to hear the current greeting.

**How To Enter & Name System Speed Dials  
(Available Bin Numbers Are 600-699.)**

1. Press the "MENU" key.
2. Press "Park 3".
3. Enter the password (456).
4. Press "#".
5. Press "17" for system speed dial.
6. Enter the three-digit speed dial bin number to be programmed (600-699).
7. Press "#".
8. Enter a 10-character name (this is required).
9. Press "1" four times for a space, press "#" to go to the next letter.
10. Press "#" once to go to the next letter.
11. Press "#" again when the name is complete.
12. Enter the number to be dialed (including the line group usually 7,8 or 9).
13. You must press the line group number even though it is already appearing in the LCD window. Example: The number would look like this "97754321".