

Toshiba CIX/CTX System Administrator Information

Changing Company "Hello Announcement"

Generally this messages is a very short greeting, such as "Thank you for calling Company X."

From Any Extension, Dial

INTERCOM

400

When message plays, dial *

dial 990

enterpassword (default is 990997)

(System will offer a series of options)

Dial 3 for Setup Options

Dial 1 to Change Greeting

Dial 1 through 7 to select Greeting (Default is 1)

There can be up to 7 greetings in the 990 general message box

You can select one of these greetings by following voice prompts.

Company Information Announcement

This is generally the main announcement, for example "For sales dial 1, for accounting, dial 2," etc.

From Any Extension, Dial

INTERCOM

400

*

991#

[Security Code] (default is 991997)

(System will offer a series of options)

Dial 3 for Setup Options

Dial 1 to Change Greeting

Dial 1 through 7 to select Greeting (Default is 1)

To Reset Voice Mail Box Passwords

From Any Extension, Dial

707-837-7000

Talk to the technician

*

Additional Voice Prompts will follow

Change System Time

From Any Extension, Dial

INTERCOM

#652

[HHMMSS] Enter correct time in 24-hour format for Hours, Minutes, and Seconds. For example 130130 is 1:01:30 PM

#

Change System Date

From Any Extension, Dial

INTERCOM

#651

[YYMMDD] Enter two digits for year, month, and date. For example 070101 is January 1, 2007

#

**FOR ASSISTANCE WITH THESE AND OTHER FEATURES
CALL EMPIRE COMM AT 707-837-7000**