



# Empire Communications, Inc.

5610 Skylane Blvd. Suite B Santa Rosa, CA 95403 ph. 707-545-8300 fax 707-545-3930

## ***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**

INTERCOM

400

\*

999#

[Security Code] (default is 999997)

(System will offer a series of options)

Dial 8 for System Management (This option is not included in the Voice Prompts)

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

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### **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

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**FOR ASSISTANCE WITH THESE AND OTHER FEATURES  
CALL EMPIRE COMM AT 707-545-8300**