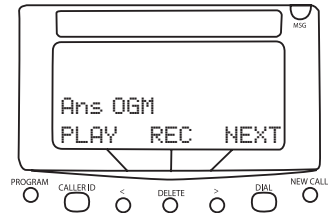# Quick Steps To Set Up Your
# **ANSWERING SYSTEM**

## The following is a quick reference guide to help you through the initial setup.

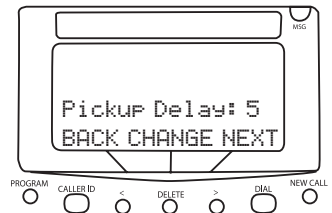**There are four simple steps to take to set up your answering system**

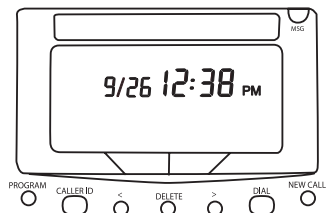1. Turn your answering system on
   (see User Guide page 59).

```
Ans System: ON
        CHANGE NEXT
```

2. Record your outgoing announcement
   (see User Guide page 60).

```
Ans OGM
 PLAY   REC   NEXT
```

3. Set your telephone's pickup delay
   (see User Guide page 66).

```
Pickup Delay: 5
 BACK CHANGE NEXT
```

4. Adjust you telephone's time and date
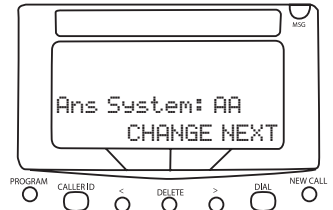   (see User Guide page 43).

```
9/26 12:38 PM
```

# Quick Steps To Set Up Your
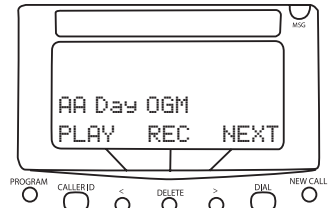# **AUTO  ATTENDANT**

## The following is a quick reference guide to help you through the initial setup.

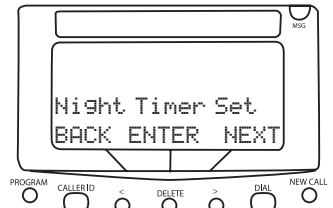Perform the following five simple steps if you wish to set a phone as an Auto Attendant:

1.  Set the phones answering system to AA. (see User Guide page 74).
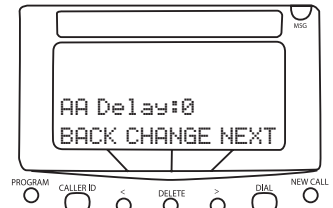
```
                                    MSG

         Ans System: AA
              CHANGE NEXT

PROGRAM  CALLER ID   <      DELETE    >     DIAL   NEW CALL
   O       O      O        O       O     O      O
```

2.  Record your Auto Attendant: "Answer OGM", "AA Day OGM", " A A Night OGM" and "Zero-Out OGM". (see User Guide page 75).

```
                                    MSG

         AA Day OGM
         PLAY    REC    NEXT

PROGRAM  CALLER ID   <      DELETE    >     DIAL   NEW CALL
   O       O      O        O       O     O      O
```

3.  Set the night timer, which will determine the hours that the callers will hear the Night OGM. (see User Guide page 78).

```
                                    MSG

         Night Timer Set
         BACK  ENTER   NEXT

PROGRAM  CALLER ID   <      DELETE    >     DIAL   NEW CALL
   O       O      O        O       O     O      O
```

4.  Choose how many times you want the Auto Attendant to ring before picking up the calls. (see User Guide page 77).

```
                                    MSG

         AA Delay:0
         BACK CHANGE NEXT

PROGRAM  CALLER ID   <      DELETE    >     DIAL   NEW CALL
   O       O      O        O       O     O      O
```

5.  Adjust you telephone's time and date. (see User Guide page 43).

```
                                    MSG

           9/26 12:38 PM

PROGRAM  CALLER ID   <      DELETE    >     DIAL   NEW CALL
   O       O      O        O       O     O      O
```