

Programming for Partner Mail R1:

1. Call the Voice Mail by pressing [intercom] [7] [7] [7] or by using the pre programmed voice mail access button.
2. Enter the System Administrator's mailbox number (usually 9997) and press [#].
3. Enter the System Administrators Mailbox Password and press [#].
4. Press [9] to access the programming menu.
5. Press [2] for the Schedule.
6. Press [1] for System Date and Time.
7. You hear the current Date and prompt to enter new Date.
8. Choose an option:
 - o Enter the new date as follows (mm dd yy) for example. (01 11 99) and press [#] to confirm current date.
 - o Press [*] [#] to approve Date
9. Enter the new time as follows (hh mm) for example (03 23)
10. Press [#] to confirm time.
11. Choose AM or PM: Press [1] for AM or Press [2] for PM
12. Press [*] [#] to confirm or press [1] to re enter.
13. Press [*] [#] to return to programming menu
14. Hang up or press (*) (*) (9) to exit programming.

Programming for Partner Mail R3:

1. Call the Voice Mail by pressing intercom [7] [7] [7] or by using the pre programmed voice mail access button.
2. Enter the System Administrator's mailbox number (usually 9997) and press [#].
3. Enter the System Administrator's Mailbox Password and press [#].
4. Press [9] to access System Administration.
5. Enter the System Administrative password followed by [#].
6. Press [2] for the Schedule.
7. Press [1] for System Date and Time. You hear the current Date and prompt to enter new Date.
8. Choose an option to accept or change the date.
 - Enter the new date as follows [mm dd yy] for example. [01 11 99]. Press [#] to confirm current date. OR

- Press [*] [#] to approve Date. Prompt repeats current date. You hear the current time and the prompt to enter new time
9. Enter the new time as follows [hh mm] for example (03 23)
 10. Press [#] to confirm time.
 11. Choose AM or PM: Press [1] for AM or press [2] for PM
 12. Press [*] [#] to confirm or press [1] to re enter.
 13. Press [*] [#] to return to programming menu
 14. Hang up or press [*] [*] [9] to exit programming.