

LG ADMIN FUNCTIONS:

Your Attendant phone is: _____

Your Admin Mailbox is: _____

TO CHANGE THE ANSWER MODE ON YOUR SYSTEM:

- From the attendant phone, press the DND button
- Enter number of mode that you want to be in:
 - 1=Day
 - 2=Night
 - 3=Timed Ring/Holiday
 - 4=Auto Ring Mode { follows the programmed Day/Night Table }
- Press the Hold/Save key to confirm entry (you will hear a tone that confirms change)

TO RECORD THE AUTO ATTENDANT PROMPTS FOR DAY/NIGHT/HOLIDAY:

- From the attendant phone, press the Trans/PGM key
- Press 06
- Enter system number
 - 001=Day
 - 002=Night
 - 003=Timed Ring/Holiday
- Press rec type (1)
- Press # to begin recording
- Press Hold/Save button to save recording
- Hang up to exit programming or go on to record other prompts

TO ADD/CHANGE DIAL BY DIRECTORY NAMES:

- From the attendant phone, press the VM access key
 - enter 401 for EMG80 system or 620 (for MFIM system)
- Enter admin mailbox + password (i.e. MB# = 100, PW = 9 Enter 1009)
- Press 6 to enter Admin programming
- Press 6 to record mailbox name
- Enter mailbox number
- Press 2 to record
- Press # to confirm recording
- Press # again to return to Admin main menu or hang up to exit programming