



## IPECS TELEPHONE SYSTEM ATTENDANT USER GUIDE

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### Day/Night Mode

- Press the **DND/Fwd** key
- Dial **1** for Day
- Dial **2** for Night
- Dial **3** for Timed
- Dial **4** for Auto Ring Mode
- Dial **5** for Scenario Mode
  - Enter in the Scenario Number – Default is 01
- Press **Hold/Save** button

### System Greetings (Must be done from station 700)

- Press **Trans/Pgm 06**
- Dial the announcement number (**001-070**)
  - **001** Day Message
  - **002** Night Message
  - **003** Timed
  - **010-020** Custom call routing greetings
- Press 1
- Press **#** to start recording
- Press **Hold/Save** to complete

### System Announcements

- Press **Trans/Pgm 06**
- Dial the announcement number (**071-076**)
  - **071** VMIB MOH
  - **073** Invalid Number Prompt
  - **074** Time Out Prompt
  - **075** Retry Prompt
  - **076** Transfer to Attendant Prompt
  - **078** Leave message prompt
  - **079** Record Start prompt
  - **080** Authorization Code Prompt
  - **081** Busy Prompt
  - **083** Station Off-net Forward Prompt
  - **084** Do Not Disturb Prompt
  - **085** No Answer Prompt
- Press 1
- Press **#** to start recording
- Press **Hold/Save** to complete



### Changing Time/Date

To change the date/time

- Press **Trans/Pgm 041**
- Set Date MM/DD/YY, **Hold/Save**  
(YY:year, MM:month, DD:day)
- Set Time HH:MM, **Hold/Save**

### Dial by Name (Extension names)

- Press the **Trans/Pgm 071**
- Dial the station number (extension) and enter the name
- Press **Hold/Save** button

### System Alarm Reset

- Press \*565
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Please call Telephone Support on 06 357 0900 if you need assistants with telecommunication requirements.