

COMMUNICATIONS # PLUS™
PHONE & DATA SYSTEMS



OPERATIONS DEPARTMENT USER FORMS

Aspire M User Maintenance Guide

Via Telephone

For use with:
The Aspire Phone System & Voice Mail

Revision 01A -
1/29/2007

Your Multibutton Telephone

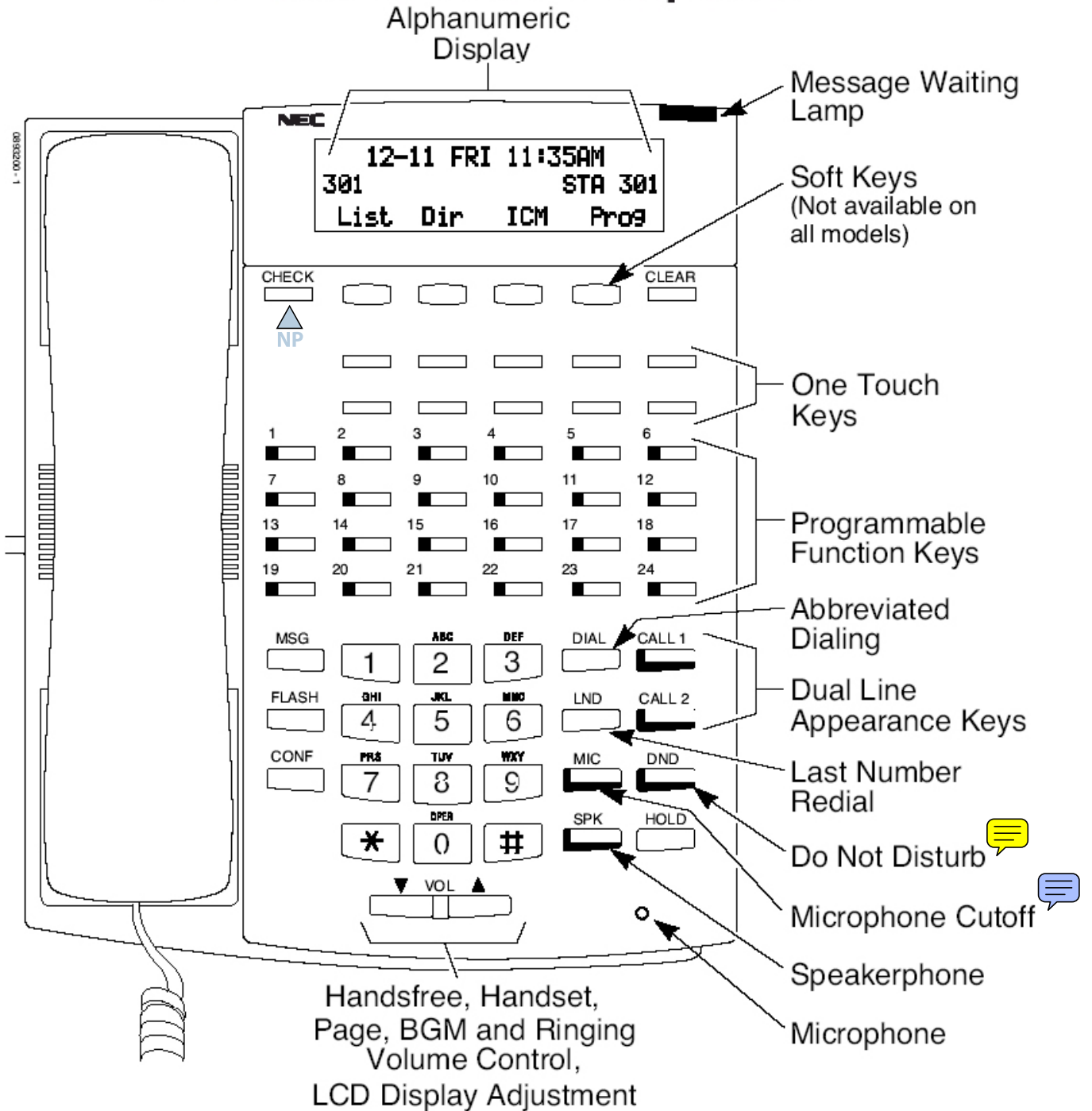


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Aspire Online Demo: *Aspire*

FUNCTION KEYS

1. Leave the handset in the cradle.
2. Press the **CALL1** key.
3. Dial **8 5 1**
4. Press the function key (one of the lighted keys) you want to program.
5. Select a key code from the chart below:

For this feature:	Use this code:
Hotline Keys (Intercom)	01 + ext. number
Headset Key	05
AA/On (Night Mode)	09 + 2
AA/Off (Day Mode)	09 + 1
Park Key	*04 + Orbit # (1-9)
Voice Mail Key	77 + ext. number
Voice Over Key	48

1. Dial in the code plus any additional required information.
2. Press the **SPK** key to hang up.

Deleting Function Keys

1. Leave the handset in the cradle.
2. Press the **CALL1** key.
3. Dial **8 5 1**
4. Press the function key (one of the lighted keys) you want to delete.
5. Press **00**
6. Press the **SPK** key to hang up.

GREETINGS

Chapter

2

RECORDING AUTOMATED ATTENDANT GREETINGS

1. Lift the handset.
2. Dial **6 0 0**
3. Enter mailbox number 949.
4. Enter security code, if necessary.
5. Dial "S A" (7 2)
6. Dial "W" (9)
7. Enter mailbox number for the greeting you are recording:
8. Daytime Greeting – use mailbox number 2 0 0
9. Nighttime Greeting – use mailbox number 2 0 1
10. Holiday Greeting – use mailbox number 2 0 2

11. **Dial "R" (7)** Follow the system voice prompts.
EXAMPLE: *"Thank you for calling ABC Company".*
12. Press the # sign to end recording.
13. After you have recorded the "Welcome" portion of the greeting, press # to go to another "Welcome" mailbox, or press # twice to exit the "Welcome" messages.

14. Dial "I" (4)
15. Enter mailbox number for the greeting you are recording:
16. Daytime Greeting – use mailbox number 2 0 0
17. Nighttime Greeting – use mailbox number 2 0 1
18. Holiday Greeting – use mailbox number 2 0 2
19. **Dial "R" (7)** Follow the system voice prompts.

EXAMPLE: "If you know your parties extension please dial it now, for a directory of extensions, Press 1..."

20. Press the # sign to end recording.
21. When you are done recording, press ### to get back to the main menu and X to exit the voice mail.

HOLIDAY OVERRIDE

TURNING ON/OFF HOLIDAY SCHEDULE OVERRIDE

1. Lift the handset.
2. Dial 6 0 0.
3. Enter mailbox number 9 4 9.
4. Enter security code, if necessary.
5. Press "S A" (7 2)
6. Press "S O" (7 6)
7. Press "O" (6) to turn the schedule override on or off.

Note: The holiday mailbox number is usually **202**.

FOLLOW THE SYSTEM VOICE PROMPTS.

Note: This feature is called Answering Schedule Override and is used to turn on the holiday greeting. Remember to turn this feature off after the holiday.

MESSAGE NOTIFICATION

Chapter

4

1. Lift the handset
2. Press the Voice Mail key
3. Enter your security code if necessary
4. Press **“O P”** (6 7)
5. Press **“N”** (6)
6. **Follow the system voice prompts to:**
 - Hear a summary of the current settings for all of your message notification groups, press **“S”** (7)
 - To select which of the groups are to be active, press **“A”** (2)
 - To review or modify the parameters of a group, press **“M”** (6)
 - To set the priority of each group for notification of urgent messages, press **“U”** (8)

NAMES

Chapter

5

PHONE SYSTEM DISPLAY

1. Leave the handset in the cradle.
2. Press the **CALL1** key.
3. Dial **800**.
4. Enter the extension number.
5. Enter the name using the dial pad keys.
The name can be up to 12 characters long.

Use this keypad digit:	For these characters:
1	1 @ [.] ^ _ { } Arrows
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h I 4
5	J K L j k I 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V y u v 8
9	W X Y Z w x y z 9
0	0 ! " # \$ % & ' ()
*	* + , - . / : ; ?
#	Accepts an entry if two letters on the same key are needed.

6. Press the **HOLD** key when you are done programming the name.
7. Press the **SPK** key to hang up.

SECURITY CODES

Chapter

6

DELETING SECURITY CODES

1. Lift the handset
2. Dial **6 0 0**.
3. Enter mailbox number **9 4 9**.
4. Enter security code, if necessary.
5. Press "**S A**" (7 2)
6. Press "**D S**" (3 7)

FOLLOW THE SYSTEM VOICE PROMPTS.

Note: This will delete the security code and a new one may be entered through the mailbox via standard procedures. (See below)

CHANGING PERSONAL SECURITY CODES

1. Lift the handset.
2. Press the Voice Mail key.
3. Press "**O P**" (6 7)
4. Press "**S**" (7)

FOLLOW THE SYSTEM VOICE PROMPTS.

SPEED DIAL

Chapter

7

PROGRAMMING SYSTEM WIDE SPEED DIAL

1. Leave the handset in the cradle.
2. Press the CALL1 key.
3. Dial **8 5 3**
4. Enter the abbreviated dialing bin number (000-999)
5. Dial the telephone number you want to store. (1 + area code if necessary)
6. Press **HOLD**
7. Enter the name using the dial pad keys. The name can be up to 12 characters long.

Use this keypad digit:	For these characters:
1	1 @ [. } ^ _ { } Arrows
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h I 4
5	J K L j k I 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V y u v 8
9	W X Y Z w x y z 9
0	0 ! " # \$ % & ' ()
*	* + , - . / : ; ?
#	Accepts an entry if two letters on the same key are needed.

8. Press the **HOLD** key when you are done programming the name.
9. Press the **SPK** key to hang up.

USING SYSTEM WIDE SPEED DIAL

1. **DO NOT LIFT THE HANDSET!**
2. Press the ↑ button under the word Dir on the display.
3. Press the ↑ button under the word ABBc on the display
4. Using the dial pad, press the number that corresponds with the first letter of the name you wish to find in the directory.
5. Using the volume up/down keys, you can scroll through the directory until you reach the name you desire.

SYSTEM SHUT DOWN

Chapter

8

VOICE MAIL SYSTEM

1. Lift the handset.
2. Dial 6 0 0
3. Enter mailbox number 9 4 9.
4. Enter security code, if necessary.
5. Dial "S A" (7 2)
6. Dial "P D" (7 3)

FOLLOW THE SYSTEM VOICE PROMPTS

PHONE SYSTEM

1. Push the power button on the main cabinet on the left hand side of the cabinet, located just underneath the power light.
2. Leave the cabinet off for a few minutes.
3. Push the power button on the main cabinet to turn the system back on.
4. Wait several minutes for the system to come back up.

TIME & DATE

Chapter

9

PHONE SYSTEM

1. Leave the handset in the cradle.
2. Press the CALL1 key.
3. Dial **8 2 8**
4. Dial two digits for the hour (24 hour format) e.g., 13=1:00 P.M.
5. Dial two digits for the minutes (00-59).
6. Press the SPK to hang up.

VOICE MAIL SYSTEM

Time:

1. Lift the handset.
2. Dial **6 0 0**
3. Enter the mailbox number 9 4 9.
4. Enter security code, if necessary.
5. Press "S A" (7 2)
6. Dial "T I" (8 4) **FOLLOW THE SYSTEM VOICE PROMPTS**

Date:

1. Lift the handset.
2. Dial **6 0 0.**
3. Enter mailbox number **9 4 9.**
4. Enter security code, if necessary.
5. Dial "S A" (7 2)
6. Dial "D T" (3 8) **FOLLOW THE SYSTEM VOICE PROMPTS.**

