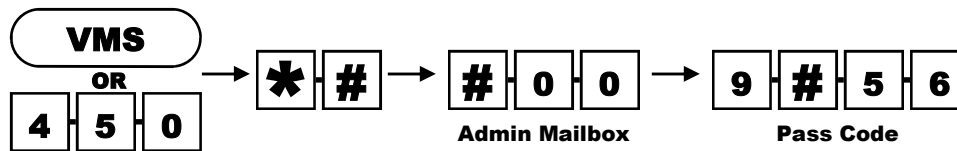


“Inskin FLASH” Voicemail Administration

To ACCESS Administration from Any Phone



Choose a Function

System Greetings:
“To Change the Auto Attendant Recorded Messages”

Function Menu

1

X

Greeting #

- 1 - Day
- 2 - Night
- 3 - Special/Holiday
- 4 - Company Directory
- 5- Address & Info

Sub Menu

1

To Review

2

To Record

3

To DELETE

Follow
Voice
Prompts

Mailbox Administration:

2

X X X

Desired Mailbox

1

“To Reset the Access Code”

2

To ADD a Mailbox

3

To DELETE a Mailbox

Follow
Voice
Prompts

Set Date & Time:
“Changes Voicemail Time Stamp on Messages”

4

1

To Review Data

2

To Change Data

Follow
Voice
Prompts

Enter Time & Date in Military Format {HHMM} & {MMDDYY}

To Change Phone-Display

System Time :

*“Must program Time at Attendant Phone.
Updates ALL Phone Displays simultaneously”*

For Additional Descriptions, (Attendant Features of Users Guide)

6 9 2

Enter Date / Time in Format {YYMMDDHHMM}
Press On/Off to Update