

# **Installation of Partner® ACS Release 3.0 & Higher with Partner Voice Messaging PVM - 4 or 12 mailboxes**

The enclosed information will help you install the PVM Module, you will still have to look-up some information, such as recording your General Mailbox Greeting and Voice mail boxes.

Some Features that should be programmed on feature keys on the system telephones are:

## **Voice Mailbox Transfer (Feature 14)**

Transfer callers directly to a subscriber's mailbox without ringing the extension first.

## **Voice Mail Auto Dial Button (Intercom 777)**

This intercom Auto Dial button allows the subscriber to access the voice messaging system with the touch of one button.

## **Do not Disturb (Feature 01)**

Used in conjunction with either automatic VMS cover or manual VMS cover, this button lets the subscriber send callers immediately to his or her mailbox (instead of ringing the extension first).

## **VMS Cover (Feature 15)**

This button allows the subscriber to turn voice mail coverage on and off.

## **Call Screening (F25)**

Call Screening allows a user to listen to a caller leaving a message in the user's mailbox. **(N.A. on T & R Tel. and must be programmed through Centralized programming).**

## **Installation**

### **VMS Hunt Group Extensions (#505)**

When installing the PVM Module, assign extensions 78 & 79 to Hunt Group 7.

### **Automatic VMS Cover (#310)**

This system Programming procedure lets you automatically route an extension's unanswered intercom and transferred calls to the Call Answer Service of the voice messaging system after a specified number of rings, so callers can leave a message.

### **VMS Cover Rings (#321)**

This system Programming procedure, which applies to all system extensions programmed for VMS Cover, defines the number of times a call rings before it is sent to a user's voice mailbox, VMS Cover Rings is programmable on a per extension basis.

1. At the extension prompt, enter an extension number that has Voice Mail.
2. The Covered Rings prompt displays:

VMS Cover Rings XX  
3 Rings

Enter a setting (1 - 9)

3. To set VMS Cover Rings for another extension, *Press Next Item or Prev Item* until the extension number shows on the display.  
**Then Repeat Step 2**

### **PARTNER VOICE MESSAGING (small 4 mailbox card)**

#### **Initial Settings (All passwords are 1234#)**

- Mailbox 01 - is assigned to extension 10.
- Mailbox 02 - is assigned to extension 11.
- Mailbox 03 - is assigned to extension 12.
- Mailbox 04 - is assigned to extension 13.
- Mailbox 0 - is a special mailbox with no storage capacity that is used to program PARTNER Voice Messaging.
- The System Manager uses mailbox 0 to:

Change the System Manager's password for mailbox 0.

Reinitialize passwords for mailboxes 01 - 04.

Assign PARTNER ACS system extensions to mailboxes.

Record the general mailbox greeting.

Program Selector Codes - A single digit (1 - 9) used to define transfer options for outside callers on the Automated Attendant Service Menu.

**PARTNER VOICE MESSAGING (large 12 mailbox card)  
Initial Settings (All passwords are 1234#)**

- Mailbox 01 - is assigned to extension 10.
- Mailbox 02 - is assigned to extension 11.
- Mailbox 03 - is assigned to extension 12.
- Mailbox 04 - is assigned to extension 13.
- Mailbox 05 - is assigned to extension 14.
- Mailbox 06 - is assigned to extension 15.
- Mailbox 07 - is assigned to extension 16.
- Mailbox 08 - is assigned to extension 17.
- Mailbox 09 - is assigned to extension 18.
- Mailbox 10 - is assigned to extension 19.
- Mailbox 11 - is assigned to extension 20.
- Mailbox 12 - is assigned to extension 21.
- Mailbox 0 - is a special mailbox with no storage capacity that is used to program PARTNER Voice Messaging.
- The System Manager uses mailbox 0 to:

Change the System Manager's password for mailbox 0.

Reinitialize passwords for mailboxes 01 - 12.

Assign PARTNER ACS system extensions to mailboxes.

Record the general mailbox greeting.

Program Selector Codes - A single digit (1 - 9) used to define transfer options for outside callers on the Automated Attendant Service Menu.

## **Automated Attendant Service**

### **Group Call Distribution (#206)**

This system Programming procedure assigns outside lines to Hunt Groups. Doing so allows outside calls to ring directly into a Hunt Group instead of being answered and transferred by the receptionist. You can assign lines to Hunt Groups 1 - 7. (Hunt Group 7 is used exclusively for the voice messaging system). Dial a line number and dial 1 to assign, PRESS next item to program another line.

### **VMS Hunt Delay (#506)**

This System Programming procedure is on a per line basis. In addition, this procedure is programmable so that calls can be handled one way during the day and a different way when the system is in Night Service.

Mode

1= Day

2= Night

Line Number 01 - 31

Number of Rings 0 - 6

### **VMS Hunt Schedule (#507)**

This System Programming procedure determines whether the outside lines assigned to Hunt Group 7 hunt through the VMS Hunt Group all the time, only during Day operation or only during Night operation. This system programming procedure is on a per line basis.

Line 01 - 31

1= Always

2= Day Only

3= Night Only

### **Night Service (#503)**

This System Programming procedure identifies a button on the system phone at extension 10 to be used to turn Night Service on and off.

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