

ProCom Technologies, LLC

TVA 50 Manager

Voicemail Manager box

To change main greeting do the following:

From any phone dial intercom 200

When you here the voice dial #6*998

Enter password (67890)

Dial 5

Dial 3 (custom service)

For the day menu dial 1

For the night menu dial 2

For the lunch mode dial 3

For the break mode dial 4

Or any other custom number 1-100

System will play menu then give options

You must save every recording before hanging up or system will not save!

How to Program the Custom Services thru the Voicemail Software

Log into the software, and on the left select Service Settings.

Select Tab Custom Service, and on the grid select the menu you want to record by double clicking on it.

Menu will open, then select Record a Prompt for this Custom Service.

You may use record from Ext. or Import from recorded file.

To use Record from Ext. type in the ext, near your computer and click connect. The system will now ring your phone, pick it up and your ready!

Press the Red circle to Record message, when your done talking press the Green box to stop. You can press the play button to listen to your recording and if your happy with it select OK button. Do not hang up the phone until you have pressed OK button or recording will not be saved.

To Record a message from a Wave file, Select Import from Recorded file. In the box select the file on your computer, and upload. If all is good select OK when loaded. If you get a warning you may need to modify file to match the format the voicemail system will recognize. It will tell you if it does not match and tell you the file type it wants.

Make sure to Select OK on all menus before logging out.