

STEPS FOR ACTIVATING DAY OR NIGHT MODE

The Day/Night Mode feature allows a User to toggle day/night call routing by dialing a star code.

On any phone dial *329#

The Phone will respond with “Time Frame Activated” or “Time Frame Deactivated”

- “Time Frame Activated” = Day Mode, calls will route to phones normally
- “Time Frame Deactivated” = Night Mode, Calls will go to destination programed in Night Mode Options

SETTING NIGHT MODE OPTIONS

IMPORTANT! Before proceeding with setting “Night Mode” options, system must first be set to night mode. Follow ‘Activating Day or Night Mode’ options and make sure system announces that “Time Frame is Deactivated”

On any phone dial 5000 #

The Phone will respond with “Please Enter Your Account Number”

- “Please Enter Your Account Number” = Number of Call Queue Desired.

On keypad enter “Number of Call Queue” _____ #

The Phone will respond with “Please Enter Your Password Followed by the # Key”

- “Please Enter Your Password Followed by the # Key” = Call Queue Voicemail Password

On keypad enter the “Call Queue Voicemail Password” _____ #

The steps to this point will result in entering the “Voicemail Options Menu” for the Call Queue.

- Within “Voicemail Options Menu” we need to enter Option 4 “Forwarding Menu”

On keypad enter “4” for “Forwarding Menu”

The steps to this point will result in entering the “Forwarding Menu”. Please dial “2” for forwarding options.

- The phone will respond with “Please Enter the Number you wish to forward to”
 - The “Forwarding Destination” can be entered as a **10-digit phone number** or a **local extension** number.

- **IMPORTANT!** Please do not disable call forwarding. Using Option 3, It is possible to disable forwarding. Disabling Forwarding within this context will result in misrouted Voicemail or Calls. To Fix, Re-enable Forwarding if it gets turned off. The default is “ON” or “Option 1”