

you should be very familiar with the telephone switching system you are using. For details, see “Setting Up Remote Access” on page 11.

Setting the Date and Time

Amanda’s system date and time must be set correctly so that message arrival times are accurate.

To set Amanda’s date and time:



Log into

Amanda mailbox 999 (For login instructions, see “Logging into Amanda” on page 7.)

+ **8** + **8** + **3** + enter the date + **#** + enter the time + **#**

Enter the date as month-day-year. Use 1 or 2 digits for the month, 2 digits for the day, and 2 or 4 digits for the year.

Enter the time as hour-minutes. Use 1 or 2 digits for the hour and 2 digits for the minutes.

If you use 13 through 23 for the hours after noon, you are not asked whether you meant AM or PM. Otherwise, Amanda prompts for a **1** (for A.M.) or a **2** (for P.M.).

For example, to change the date and time to March 4, 1999, at 9:05 A.M., use:

3 (the month) +

04 (the day of the month) +

99 (the year) + **#** (to finish the date)

9 (the hour) + **05** (the minutes) + **#** (to finish the time) + **1** (for A.M. when prompted)

Designating the Operator’s Extension

One extension must be designated as the operator or receptionist’s extension. This is the extension that Amanda dials when the caller presses **0** or does not make a selection when he hears the Caller Instructions greeting. Amanda will not run smoothly if you do not select an extension as the operator’s extension. Ask your client who should answer incoming calls as the operator or receptionist and then log into Amanda to set it up.

To designate the operator’s extension:



Log into

Amanda mailbox 999 (For login instructions, see “Logging into Amanda” on page 7.)

+ **8** + **4** + **5** + enter the extension + **#**

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