

Advanced Networking, Inc.

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Message Notification Instructions

The system will only notify you on the first new message in your mailbox. Any other new messages that come in after that first message will not trigger the notification. Be sure to clear out any new messages before you leave the office or else you will not be notified of new messages.

To Program Notification on Your Phone

1. At the phone you want to program message notification on, press **PROGRAM**.
2. Press **6** for Message Notification.
3. Press **1** for Delivery Options.
4. Press **1** to Deliver to Phone Only.
5. Press **2** for Phone Delivery options.
6. Press **1** to enter a new telephone number
7. Enter *just* the **telephone number**. *Do not include the line access code (do not dial 9, 8, 71, etc. before the number). If it s a long distance number, include the 1 and the area code.*
8. Press **#**.
9. Hang up.
10. You should be able to leave yourself a test message and see if the system calls you on the number you programmed. If it does not, Advanced Networking, Inc. may have to program your system to allow off-site notification. Please contact the office if you are having problems.

To cancel The Message Notification, follow steps 1-3 and then press 0.

To Program Message Notification on a Guest Mailbox

1. From any phone, press **PROGRAM**.
2. Press * (star) and the **Guest Mailbox number** and then press **#**
3. If it prompts you to enter your password, do so and press **#**.
4. Press **6** for Message Notification.
5. Press **1** for Delivery Options.
6. Press **1** to Deliver to Phone Only.
7. Press **2** for Phone Delivery options.
8. Press **1** to enter a new telephone number

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ESI Message Notification (Continued)

9. Enter *just* the **telephone number**. *Do not include the line access code (do not dial 9, 8, 71, etc. before the number). If it s a long distance number, include the 1 and the area code.*
10. Press **#**.
11. Hang up.
12. You should be able to leave yourself a test message and see if the system calls you on the number you programmed. If it does not, Advanced Networking, Inc. may have to program your system to allow off-site notification. Please contact the office if you are having problems.

To cancel The Message Notification, follow steps 1-5 and then press 0.

To Program Message Notification Remotely

1. Dial the **main number** or the **back door** number.
2. Wait for **main greeting** to begin.
3. Press * then enter **your mailbox or extension number**. (The system will not prompt you to enter your mailbox number).
4. If you have your password set, it will prompt you to enter your password. Enter it and press **#**.
5. If you have new messages, they will play first and you must save or delete them. After you listen to them, or if you do not have any new messages, continue to step 6.
6. Press **5** to get into Mailbox Programming.
7. Press **6** for Message Notification.
8. Press **1** for Delivery Options.
9. Press **1** to Deliver to Phone Only.
10. Press **2** for Phone Delivery options.
11. Press **1** to enter a new telephone number
12. Enter *just* the **telephone number**. *Do not include the line access code (do not dial 9, 8, 71, etc. before the number). If it s a long distance number, include the 1 and the area code.*
13. Press **#**.
14. You should be able to leave yourself a test message and see if the system calls you on the number you programmed. If it does not, Advanced Networking, Inc. may have to program your system to allow off-site notification. Please contact the office if you are having problems.

To cancel The Message Notification, follow steps 1-7 and then press 0.