

PARTNER Messaging Planning Form 1 - System Parameters

System Administration Prompt Language

Language		
English	Spanish	French

◆ System (Primary) Language

System Language Mode

Mode	Language		
	1	2	3
Monolingual ◆	English ◆	Spanish	French
Bilingual*			
Primary Language	English	Spanish	French
Secondary Language	English	Spanish	French

Call Answer Service Operator

Name	Ext.
	10 ◆

General Mailbox Owner

Auto Attendant	Name	Ext.
AA1		10 ◆
AA2		10 ◆
AA3		10 ◆
AA4		10 ◆

Maximum Extension Length

Maximum Number of Digits		
2 ◆	3	4

◆ Factory Setting

* If you choose Bilingual, the initial setting for the Primary Language is U.S. English and the Secondary Language is Spanish.

PARTNER Messaging Planning Form 2 - Extension Administration

[illegible]

◆ Factory Setting

Mailbox Language	
1	English
2	Spanish
3	French

Extension Type	Type Code	Capacities
Mailbox	1	200
Transfer-Only	2	400
Automated Attendant	3	10
Fax	4	4 (1 per Automated Attendant)

Letter Key (for directory listing)			
A = 21	G = 41	M = 61	T = 81
B = 22	H = 42	N = 62	U = 82
C = 23	I = 43	O = 63	V = 83
D = 31	J = 51	P = 71	W = 91
E = 32	K = 52	Q = 72	X = 92
F = 33	L = 53	R = 73	Y = 93
		S = 74	Z = 94

PARTNER Messaging Planning Form 3a - Automated Attendant Schedule and Fax Assignment

Copy this form for each Automated Attendant.

Automated Attendant Number (1-4)_____

Schedule Controller <i>(for Day/Night Service)</i>
Switch Mode ♦
Weekly Business Schedule
Both the Switch Mode and the Weekly Business Schedule

Weekly Business Schedule

Specify a weekly schedule if the Automated Attendant follows the Weekly Business Schedule or follows both the Switch Mode and the Weekly Business Schedule. Only enter open/closed times if open. For 24-hour open operation, set Open to 0000 and Closed to 2359.

Option	Day	Open or Closed ♦	Open (hhmm) <small>hh=00-23 mm=00-59</small>	Closed (hhmm) <small>hh=00-23 mm=00-59</small>
1	Sunday			
2	Monday			
3	Tuesday			
4	Wednesday			
5	Thursday			
6	Friday			
7	Saturday			
9	All Days			

FAX Extension: _____

♦ = *Factory Setting*

PARTNER Messaging

Planning Form 3b - Day/Night Main Menu

Make two copies of this form for each Automated Attendant.
Specify the Automated Attendant number, and indicate whether
the form is for the Day Main Menu or Night Main Menu.

Automated Attendant Number (1-4) _____

Day Main Menu ☐

Night Main Menu ☐

Selector Codes

Selector Code	Action Code	Extension/Mailbox/ Announcement No./ Submenu No./Centrex No.	Description
1	5 ♦		
2	5 ♦		
3	5 ♦		
4	5 ♦		
5			
6			
7			
8			
9			

Key

Action Code	Action
1	Selector Code Transfer
2	Play a Submenu
3	Play an Announcement
5	Direct Extension Transfer
6	Mailbox Transfer
7	Centrex Transfer

Dial 0/Timeout Action

Menu Selection	Day Service	Night Service
0	Call Answer Service Operator ♦	Call Answer Service Operator
1	General Mailbox	General Mailbox ♦
2	Disconnect	Disconnect
3	Transfer to Ext. _____	Transfer to Ext. _____
4	Transfer to Mailbox _____	Transfer to Mailbox _____

♦ = Factory Setting

PARTNER Messaging **Planning Form 3c - Submenu**

Copy this form for each Submenu.

Submenu No. (1-99) _____

Selector Codes

Selector Code	Action Code	Extension/Mailbox/ Announcement No./ Submenu No./Centrex No.	Description
1			
2			
3			
4			
5			
6			
7			
8			
9			

Key

Action Code	Action
1	Selector Code Transfer
2	Play a Submenu
3	Play an Announcement
5	Direct Extension Transfer
6	Mailbox Transfer
7	Centrex Transfer

PARTNER Messaging Planning Form 3d - Recording Script

Copy this form for each Day Main Menu Script, Night Main Menu Script, Submenu Script and Announcement Script.

- | | | |
|--|----------------------------------|-------|
| ☐ Day Main Menu | Automated Attendant Number (1-4) | _____ |
| ☐ Night Main Menu | Automated Attendant Number (1-4) | _____ |
| ☐ Submenu | Submenu Number (1-99) | _____ |
| ☐ Announcement | Announcement Number (1-99) | _____ |

If your system is set up for bilingual operation, record the message in both the primary and secondary languages. For Day/Night Main Menu only, direct callers to press *1 to change the language.

Recording Script

[illegible][illegible]

PARTNER Messaging

Make as many copies of this form as needed.

If you are using multiple Automated Attendants, indicate which Automated Attendant should answer each line.

Any line not assigned to AA2, AA3, or AA4 will be handled by AA1. Enter the 2-digit line number in the Line No. column below. Check the column of the AA that should handle the line.

[illegible]

◆ = *Factory Setting*

PARTNER Messaging Planning Form 5 - Security Settings

Transfer Restrictions

Transfers Restrictions On ♦
Transfer Restrictions Off



SECURITY ALERT:

When Transfer Restrictions is set to On, PARTNER Messaging transfers callers only to those extensions that have been administered by the System Manager. It is strongly recommended that you choose the Transfer Restrictions On option. Choosing the Transfer Restrictions Off option leaves your system vulnerable to toll fraud abuse.

Minimum Password Length

Length 0-15 digits, 6 ♦



SECURITY ALERT:

A minimum password length of at least 6 digits is strongly recommended. The shorter the minimum password length, the more vulnerable your system is to abuse by unauthorized persons.

♦ = Factory Setting

PARTNER Messaging Planning Form 6 - Line Ownership

Make as many copies of this form as needed.

[illegible]

**PARTNER Messaging
Planning Form 7 - System Group Lists**

System Group List Number	Members (Name and/or Mailbox Extension)
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	

You can put up to fifty extensions in each System Group List.