



## SBXIP Administration instructions to change between Day/Night/Holiday Modes

### Mode Descriptions:

1. Day = Plays Auto Attend Greeting 001 on 1<sup>st</sup> Ring or can also ring phones prior to playing greeting or just ring phones – user preference.
2. Night = Plays Auto Attend Greeting 002 on 1<sup>st</sup> Ring.
3. On Demand = Holiday ( use this message to play special holiday message (greeting #003)
4. Weekend = Plays Auto Attend Greeting 004 on 1<sup>st</sup> Ring
5. Auto Schedule = Will follow Automated schedule determined by customer (requires additional programming)
6. Lunch = Plays Auto Attend Greeting 006 on 1<sup>st</sup> Ring

## Mode Operation:

Note \* this operation may only be performed from the Attendant's phone (usually 100).

1. Press the DND/FWD button
2. Press "0 – 6" (corresponding to mode you wish to run)
  - 1 = Day
  - 2 = Night
  - 3 = On Demand (Holiday)
  - 4 = Weekend
  - 5 = Auto Schedule
  - 6 = Lunch
3. Press Hold
4. Phone will now display current mode – may require 1 minute to refresh.