

## First use items to set-up after installation

### Congratulations on owning your new PBX Phone System!

After installation, there are couple initial items to have your staff set-up right away.

Have each of your staff login to their personal voice mail box by pressing the VMAIL button (Envelope Icon Button: ) on their phone.

All Voice mail box passwords are set to a default password:

**Each user should set-up / record the following personal greetings:**

- **Unavailable**
- **Busy**
- **Name for Directory**

A general user sheet has been included with your system (attached/enclosed) to hand out to each user. The sheet includes a feature map for the menu system in the Voice Mail on the second page.



VMAIL BUTTON = Envelope Icon Button:   
(Location depends on phone model being used)

## Test phone lines and call routing

If **PBXSystem.ca** has installed your system on site - we will test your phone lines upon installation.

**Also test your "Call routing" on calling in to ensure 1 or several of the following are set-up correctly:**

- **IVR / AutoAdmin - and calls routing based on your requirements.**
- **Ring Groups, if used.**
- **Test extension dial directly/internally - each extension should ring when called .**

You may find after initial use, you want to make changes. Which are easily done!