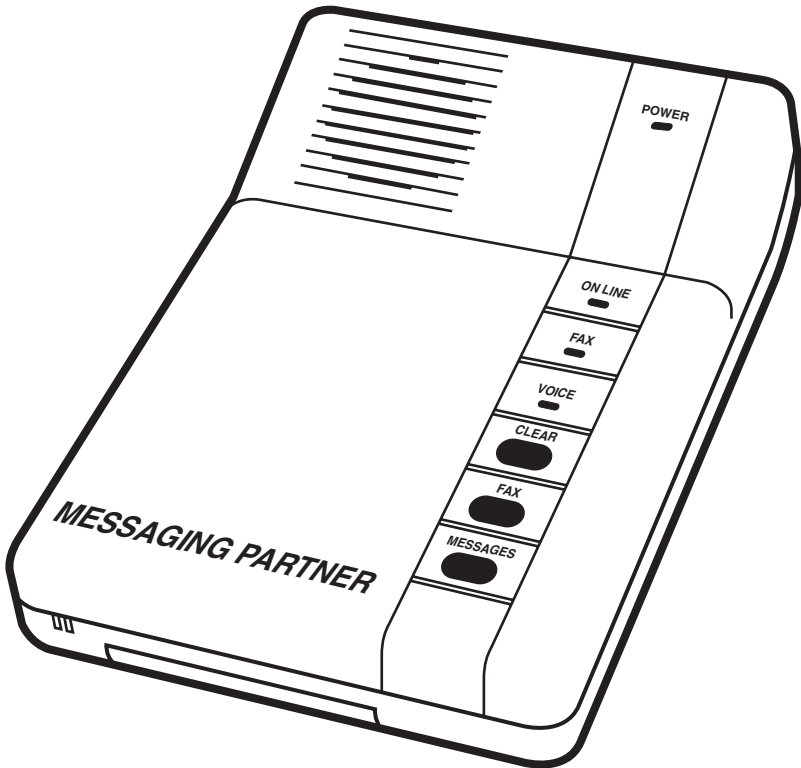




## Messaging Partner



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**FEDERAL COMMUNICATIONS COMMISSION  
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RADIO FREQUENCY INTERFERENCE STATEMENT**

*Class B Digital Device.* This equipment has been tested and found to comply with the limits for a Class B computing device pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. If this equipment does cause harmful interference to radio or telephone reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult an experienced radio/TV technician for help.

**Caution:**

**Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.**

To meet FCC requirements, shielded cables and power cords are required to connect this device to a personal computer or other Class B certified device.

*This digital apparatus does not exceed the Class B limits for radio noise emission from digital apparatus set out in the Radio Interference Regulation of Industry Canada.*

*Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Règlement sur le brouillage radioélectrique publié par Industrie Canada.*

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**Contents**

<b>Chapter</b>	<b>Page</b>
1. Specifications.....	1
2. Introduction .....	2
3. Installation .....	3
3.1 Before You Begin .....	3
3.2 Supplying Power to the Messaging Partner .....	4
3.3 Installing the Battery .....	4
3.4 Connecting the Messaging Partner to the Phone Line.....	4
3.5 Connecting the Messaging Partner to a Local Phone.....	4
3.6 Connecting the Messaging Partner to the Local Fax .....	5
3.7 LED Indicators and Programming Buttons .....	5
4. Basic Setup Procedures.....	8
4.1 Entering Command Mode .....	8
4.2 Command Mode Features.....	8
4.3 Recording Messages .....	9
4.3.1 Recording the Main Out-Going Message.....	9
4.3.2 Recording the Call Forwarding Message.....	9
4.3.3 Recording the Mailbox Full Message .....	10
4.4 Setting Number of Rings to Answer .....	11
4.5 Setting Incoming Message Length .....	12
4.6 Setting System Time .....	12
4.7 Setting System Date .....	13
4.8 Manual Power Down .....	13
5. Operation .....	14
5.1 The Messaging Partner as a Telephone Answering Device .....	14
5.1.1 Operation of the Messaging Partner .....	14
5.1.2 Accessing Voice Messages .....	14
5.1.3 Deleting Old Voice Messages.....	15
5.1.4 Recording a Personal Memo.....	16
5.1.5 Two-Way Conversation Recording.....	16
5.2 The Messaging Partner as a Fax Machine .....	17
5.2.1 Receiving Faxes on the Messaging Partner .....	17
5.2.2 Manual Fax Receive .....	17
5.2.3 New Fax Messages.....	17
5.2.4 Retrieving Fax Messages.....	18
5.2.5 Local Fax Machine Transmission .....	18
5.2.6 Immediate Fax Retrieval .....	18
5.2.7 Fax Retrieval.....	19
5.2.8 Fax Retrieval Options .....	20
5.2.9 Deleting Old Fax Messages .....	21
5.2.10 Configuring the Fax Station Identification.....	22
5.2.11 Configuring the Fax User Name .....	23

---

# Messaging Partner

6. Button Functions.....	24
6.1 CLEAR Button .....	24
6.2 FAX Button .....	24
6.3 MESSAGES Button .....	24
6.4 Pushbutton Operations.....	25
6.5 Delete Operations .....	26
7. Pager Notification and Message Forwarding Features.....	27
7.1 Pager Notification.....	27
7.2 Call Forwarding .....	28
7.3 Fax Forwarding Number.....	28
7.4 Turning All Forwarding Functions Off.....	29
7.5 Canceling All Forwarding Functions.....	29
7.6 Error Retries for Forwarding .....	29
8. Advanced Setup.....	31
8.1 Remote Access Code (Security Code) .....	31
8.2 Call Breakthrough Code .....	31
8.3 Security Mode .....	32
8.4 Message Alert .....	32
8.5 Voice Speaker .....	32
8.6 Fax Speaker.....	32
8.7 Announce Only Mode.....	32
8.8 Tone/Pulse Mode.....	32
8.9 Messaging Partner Answer Mode .....	33
8.10 Calling Party Control.....	33
8.11 Parallel Disconnect.....	33
9. Mailboxes.....	34
9.1 Introduction.....	34
9.2 Setting Up Mailboxes .....	34
9.3 Disabling Mailboxes .....	35
9.4 Accessing Messages in Individual Mailboxes .....	35
9.5 Notes on Mailboxes.....	36
10. Special Commands.....	37
10.1 Command Mode.....	37
10.2 Local Fax Transmit Mode .....	37
10.3 Manual Fax Receive Mode .....	37
10.4 Two-Way Conversation Recording Mode.....	37
10.5 Stop Messaging Partner Function.....	38
10.6 Reset Messaging Partner .....	38
11. Command Summary .....	39
Appendix A: Special Character Codes.....	42
Appendix B: Remote Access Commands Guide.....	43
Index	

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# 1. Specifications

<b>Phone Jack</b> —	(3) modular RJ-11 telephone jacks
<b>Phone Line</b> —	Analog, two-wire, dialup operation
<b>Fax Standards</b> —	Group III, Class 2, CCITT T.4, T.30, V.29, V.27ter, and V.21 sync
<b>Memory</b> —	1 MB, expandable to 5 MB
<b>Connectors</b> —	RJ-11
<b>Indicators</b> —	(4) LEDs: POWER, ON LINE, FAX, and VOICE
<b>Operating and Storage Temperature</b> —	50 to 113°F (10 to 45°C), 32 to 140°F (0 to 60°C)
<b>Power Input</b> —	9-volt DC, 0.5 Amp
<b>Power Supply</b> —	9-volt alkaline battery backup
<b>Size</b> —	2"H x 5.5"W x 8"D (5.1 x 14 x 20.3 cm)
<b>Weight</b> —	3 lb. (1.3 kg)

## 2. Introduction

The Messaging Partner is both a full-featured answering machine with call-forwarding capabilities and a send/receive fax device with a fax-retrieval and fax-forwarding abilities.

Voice and fax messages are recorded directly into digital memory, improving message quality. With an alkaline battery installed, the Messaging Partner has a twelve-hour backup in case of power failure. In the standard configuration, one megabyte (1 MB) of random access memory (RAM) is shared among recorded outgoing messages, incoming voice messages, and received faxes. Any combination of up to 20 minutes of voice messages and up to 60 fax pages of CCITT test chart #1 can be stored in the Messaging Partner per MB of on-board memory. 1-MB and 2-MB memory expansion modules are available, giving your Messaging Partner two and three MB RAM respectively.

In addition, the Messaging Partner can be configured for up to nine user mailboxes plus the main mailbox. Voice messages and faxes can be addressed to individual mailboxes. Each mailbox is fully configurable by the box owner, with its own outgoing messages and security code.

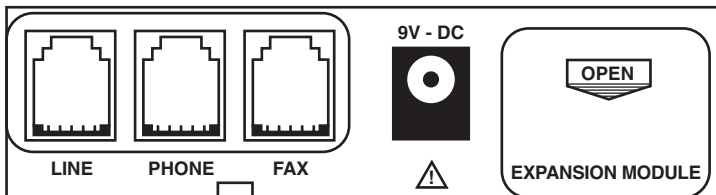
## 3. Installation

As you unpack your Messaging Partner, make sure that you have the following equipment. Carefully check each component for damage that may have occurred during shipping. If anything is missing or damaged, call your supplier.

- Messaging Partner
- (1) 6-foot (1.8-m) telephone cord
- (1) 9-volt, 1-Amp AC adapter
- (1) 9-volt alkaline battery
- This user's manual

### 3.1 Before You Begin

After unpacking the Messaging Partner, take a minute to look at the back of the unit. You will see three RJ-11 jacks for standard telephone cords, an input for the AC power adapter, and a port marked "Expansion Module." Figure 1 shows the Messaging Partner's back panel.



**Figure 1. The Back of the Messaging Partner.**

### 3.2 Supplying Power to the Messaging Partner

#### NOTE

When first installing the Messaging Partner, make sure that the 9-volt battery is not installed until after the initialization is complete.

Connect the Messaging Partner to the AC adapter. Plug the transformer into either your wall socket or a power-strip surge protector. (Plugging into a surge protector is better, because it reduces the risk of damage from power surges and spikes.)

Once you plug in the unit, the LEDs blink for approximately 30 seconds (per MB of onboard RAM) as the Messaging Partner initializes. After the lights stop blinking, the Messaging Partner's synthesized voice announces the day and time (for example, it might say "*Monday, 8 AM*").

### 3.3 Installing the Battery

Locate the BATTERY/MEMORY compartment on the underside of the Messaging Partner. Inside that compartment is a place for a 9-volt battery. Before you place the battery in the compartment, look for the polarity marked on the bottom of the casing. Make sure to match polarities.

A fresh battery will ensure storage of all programming and messages for up to twelve hours if the power fails.

### 3.4 Connecting the Messaging Partner to the Phone Line

To connect your Messaging Partner to your outside phone line, simply plug the supplied 6-foot (1.8-m) cord from the wall to the RJ-11 jack marked LINE. Once the phone line is attached and power is applied, the Messaging Partner can receive voice and fax messages with no further programming or setup.

### 3.5 Connecting the Messaging Partner to a Local Phone

To connect your Messaging Partner to your local telephone, plug the telephone cord from the back of your phone into the RJ-11 jack marked PHONE. A local phone allows you to receive calls through the Messaging Partner and to perform all of the programming functions from Local Command Mode. (For more information on Local Command Mode, see **Section 4.1.**)



### **3.6 Connecting the Messaging Partner to the Local Fax**

To connect the Messaging Partner to your local fax machine, connect the telephone line coming from your fax machine to the RJ-11 jack marked FAX.

Connecting to a local fax machine allows you to print stored faxes from the Messaging Partner to the fax machine and to send regular paper faxes to the Messaging Partner from the local fax device.

### **3.7 LED Indicators and Programming Buttons**

There are four LEDs on the Messaging Partner (see Figure 2, page 7):

#### **POWER**

The POWER LED is a solid red when the battery backup is fully charged. If there isn't a battery installed, or if the battery is low, this LED will blink.

#### **ON LINE**

The ON LINE LED is a solid green when you are using the local phone to make a call, or when the Messaging Partner is receiving a voice or fax message. When you enter Local Command Mode from the local telephone and when the Messaging Partner is idle, the ON LINE LED is off.

#### **FAX**

The FAX LED blinks either when the Messaging Partner is receiving a fax or when there are new faxes on the Messaging Partner that have not been downloaded. If there are old faxes (that have been forwarded to another fax device) on the Messaging Partner digital memory, then the FAX LED is solid green. If the FAX LED is not lit, you have no faxes on the Messaging Partner. When the Fax/Voice lights are blinking quickly, the unit is on line.

#### **VOICE**

The VOICE LED blinks either when the Messaging Partner is receiving a voice message or when there are new voice messages on the Messaging Partner. If there are old voice messages still stored on the unit's digital memory, the VOICE LED is solid green. If the VOICE LED is not lit, you have no messages.

There are three buttons on the Messaging Partner (see Figure 2, page 7):

### **CLEAR**

The CLEAR button performs primary delete functions on the Messaging Partner, as well as canceling Messaging Partner operations in progress.

### **FAX**

The FAX button can start local fax transmissions, downloading faxes to your local fax device. It can also force the Messaging Partner into fax receive mode.

### **MESSAGES**

The MESSAGES button lets you listen to your voice messages without having a local telephone. It can also report the time and day, or force the Messaging Partner into Two-Way Conversation Recording. (For more information on two-way conversation recording, see **Section 5.1.5.**)

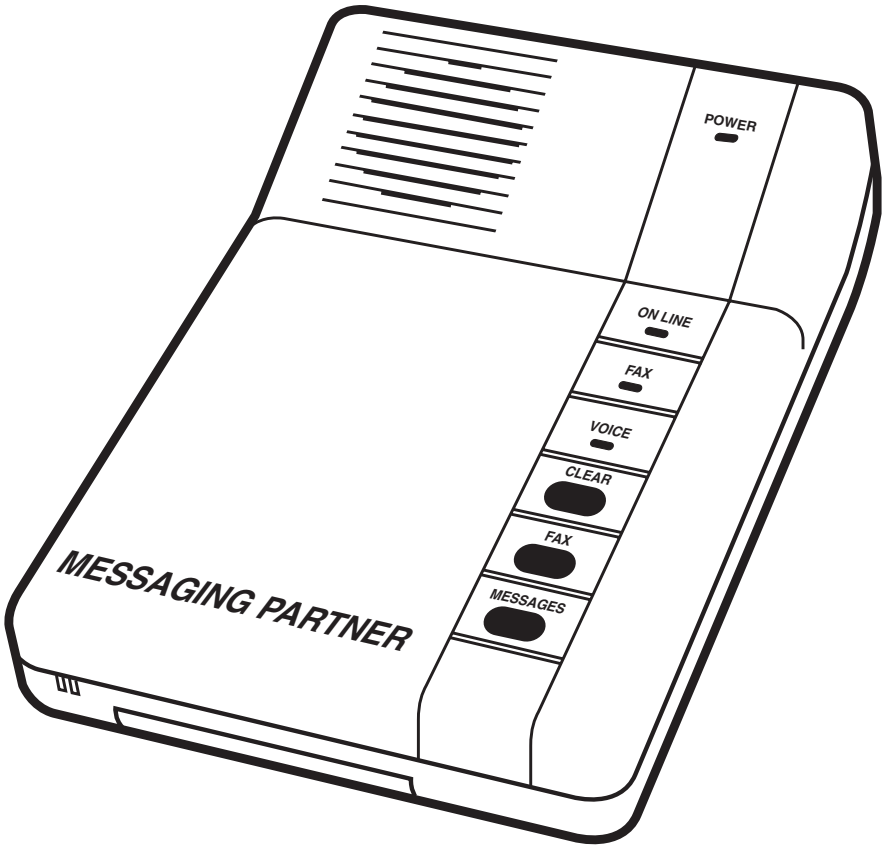


Figure 2. The Front of the Messaging Partner.

# 4. Basic Setup Procedures

## 4.1 Entering Command Mode

Command Mode lets you control and configure the various functions of the Messaging Partner.

### NOTE

**All touchtone commands must be entered slowly. Always leave a buffer of one or two seconds between digits when entering a touchtone command.**

There are two ways to enter Command Mode:

- From your local telephone (see **Section 3-5** for more information on connecting to a local phone), enter **# # 1** on the touchtone pad. The Messaging Partner will respond with three beeps, indicating that you have entered Command Mode.
- Dial into your Messaging Partner from a remote touchtone telephone. When the Messaging Partner answers, slowly enter the four-digit security code (default = 0583). If the Messaging Partner does not accept the security code the first time, or if you enter the security code incorrectly, try entering the number again. When the security code is accepted, the Messaging Partner will respond with three beeps, indicating that you have entered Command Mode.

## 4.2 Command Mode Features

When in Command Mode, the Messaging Partner waits for five seconds before starting voice prompts, the on-line help. Before continuing, it's helpful that you understand a few guidelines.

“\*” cancels the last operation.

“#” is used to accept a command; however, # is not always needed to accept a command.

When you are finished with an on-line session, hang up your Messaging Partner by entering **9 #** from your touchtone phone.

**NOTE: 9 # is the only way to exit programming mode. Make sure you always press 9 # when you are finished programming. Hanging up does not let you automatically exit programming mode.**

## 4.3 Recording Messages

### 4.3.1 RECORDING THE MAIN OUT-GOING MESSAGE

Out-Going Message 1 (OGM1) is the main message your callers will hear when they dial your Messaging Partner. The default message says *“Hello. No one is available to take your call. Please leave your message after the tone.”* To record your personalized OGM1:

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Slowly enter **6 1 #** on the touchtone keypad.
- Start recording your message. When you are finished recording your new message, press **5** on the keypad.
- The Messaging Partner will play back the message you just recorded. When the message is over, the unit will beep three times; this indicates that you’ve returned to Command Mode.
- Press **9 #** to exit Command Mode.

Your OGM1 might sound like this:

*“Hello. You have reached Starlight Sales. No one is here to take your call. If you’d like to leave a fax, start your fax machine now. Otherwise, please leave a message at the tone.”*

To return to the default OGM1 message, enter Command Mode and press **0 4 #**.

### 4.3.2 RECORDING THE CALL FORWARDING MESSAGE

The Call Forwarding Message, or Out-Going Message 2 (OGM2), is the message sent out when you have messages forwarded from your Messaging Partner to a remote phone number. (For more information on forwarding features, see **Chapter 7**.) The default message says *“Mailbox 0. You have 1 new voice message. Please enter your security code.”* The mailbox number is mentioned to reduce confusion with multiple mailboxes (**Chapter 9**). To record your personalized OGM2:

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Slowly enter **6 2 #** on the touchtone keypad.
- Start recording your message. When you are finished recording your new message, press **5** on the keypad.

## Messaging Partner

- The Messaging Partner will play back the message you just recorded. When the message is over, the unit will beep three times; this indicates that you've returned to Command Mode.
- Press **9 #** to exit Command Mode.

Your OGM2 might sound like this:

*"This is your Messaging Partner. You have messages in the Main Mailbox. Please enter your security code now."*

To return to the default OGM2 message, enter Command Mode and press **0 5 #**.

### 4.3.3 RECORDING THE MAILBOX FULL MESSAGE

The Mailbox Full Message, or Out-Going Message 3 (OGM3), is played when you have the Messaging Partner set to Announce Only or when the memory on the Messaging Partner is full. The default message says *"Hello. No one is available to take your call. Message status: end of tape. Accept no new voice messages. Please call back."* To record your personalized OGM3:

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Slowly enter **6 3 #** on the touchtone keypad.
- Start recording your message. When you are finished recording your new message, press **5** on the keypad.
- The Messaging Partner will play back the message you just recorded. When the message is over, the unit will beep three times; this indicates that you've returned to Command Mode.
- Press **9 #** to exit Command Mode.

Your OGM3 might sound like this:

*"Hello. You have reached Starlight Sales. No one is available to take your call right now. Please call back later."*

To return to the default OGM3 message, enter Command Mode and press **0 6 #**.

## 4.4 Setting Number of Rings to Answer

The Number of Rings to Answer function controls when the Messaging Partner will answer incoming calls. It contains two fields:

- m*     Number of rings to answer when there are new messages.
- n*     Number of rings to answer when there are no new messages.

By setting *n* higher than *m*, you can use the built-in toll-saving feature. If you are calling in remotely to check your messages and the Messaging Partner lets the phone ring more times than *m*, then you know that you have no new messages. You can hang up before the Messaging Partner picks up, thus saving you the cost of the call.

For example, say *m* is set to 1 and *n* is set to 4. If you call into the Messaging Partner and it rings more than once before picking up, then you know that there are no new messages and can hang up. If, however, the Messaging Partner picks up after 1 ring, you can enter your security code and retrieve your messages. The default settings are 1 ring (*m*) and 4 rings (*n*). To set the Number of Rings to Answer to something different:

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Slowly enter **8 3** on the touchtone keypad.
- Enter the value for *m*. This should be lower than *n*.
- Enter the value for *n*.
- The Messaging Partner will beep three times; this indicates that you've returned to Command Mode.
- Press **9 #** to exit Command Mode.

If you set the Number of Rings to Answer to 0, then the Messaging Partner automatically picks up the phone line without letting it ring. The maximum number of rings is 9.

### 4.5 Setting Incoming Message Length

The Incoming Message Length function controls the maximum message length the caller can leave. The default message length is one minute. To set the Incoming Message Length to something different:

- Enter Command Mode through the local telephone by (entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Slowly enter **8 4 mm ss** on the touchtone keypad. **mm** is the number of minutes, and **ss** is the number of seconds. There must be a total of four digits input (for example, if you wanted to set the message length for two minutes and five seconds, the **mm** would be **02** and the **ss** would be **05**). The message can be set for 5 minutes maximum.
- The Messaging Partner will beep three times; this indicates that you've returned to Command Mode.
- Press **9 #** to exit Command Mode.

### 4.6 Setting System Time

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Slowly enter **8 5 hh mm A/P** on the touchtone keypad. When you get to the AM/PM toggle (**A/P**), enter **2** for AM and **7** for PM. For example, if you want to set the system to 2:35 PM, you would enter **8 5 0 2 3 5 7**.
- The Messaging Partner will beep three times; this indicates that you've returned to Command Mode.
- Press **9 #** to exit Command Mode.



## 4.7 Setting System Date

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Slowly enter **8 6 mm dd yy** on the touchtone keypad. **mm** is for month, **dd** for day, **yy** for year. For example, if you want to set the system date to June 5, 1994, you would enter **8 6 0 6 0 5 9 4**.
- The Messaging Partner will beep three times; this indicates that you've returned to Command Mode.
- Press **9 #** to exit Command Mode.

## 4.8 Manual Power Down

Pressing **7** and **2** turns the Messaging Partner's auto answering off. Ten consecutive rings will reset the Messaging Partner to auto-answer mode.

Once you complete the steps in **Chapter 4**, the Messaging Partner is ready for operation.

## 5. Operation

### 5.1 The Messaging Partner as a Telephone Answering Device

#### 5.1.1 OPERATION OF THE MESSAGING PARTNER

The Messaging Partner goes through the following process when a call comes in:

- OGMI (Out-Going Message 1) from main mailbox 0 is played as the greeting. If you haven't recorded a personalized OGMI, then the default OGMI message is played.
- The Messaging Partner automatically listens for any fax CNG tones. If a CNG tone is detected, the Messaging Partner will receive the incoming fax.
- If the Messaging Partner doesn't hear a CNG tone, it defaults into ICM (In-Coming Message) recording. The caller leaves a message at this point.
- The Messaging Partner hangs up after seven seconds of silence. Then the digital memory "rewinds" so that only two seconds of silence are recorded at the end of the message.
- Either the FAX or the VOICE LED flashes, indicating that there are new messages on the Messaging Partner.

#### 5.1.2 ACCESSING VOICE MESSAGES

You can access your voice messages in two ways:

##### *Through the Buttons*

- Press the MESSAGES button once. The Messaging Partner will play your messages, starting with the first new message. After new messages are played, the Messaging Partner will play your stored voice messages. (Once all new messages are played, the VOICE LED goes solid.)
- While listening to a message, you can press the MESSAGES button to skip forward to the next message.
- Press the CLEAR button to delete the current voice message.

### *From Command Mode*

- Enter Command Mode through the local telephone (by entering ## 1) or through a remote telephone (see **Section 4.1**).
- The Messaging Partner tells you that there are new messages.
- To listen to your messages, press **1**. The Messaging Partner will play your new voice messages in chronological order. After you listen to your new messages, press **1** again to listen to any messages you may have stored in the Messaging Partner.
- If you press **4** while listening to a message, that message will start again from the beginning.
- Pressing **5** while listening to messages stops playing messages. (This feature is similar to the pause button on a cassette player.)
- Pressing **6** while listening to a message skips forward to the next message.
- Press **0** to delete the current message being played.
- Press **9 #** to exit Command Mode.

#### **5.1.3 DELETING OLD VOICE MESSAGES**

As with accessing your voice messages, you can delete old messages either through the buttons on the Messaging Partner or through Command Mode.

#### *Through the Buttons*

- Press the CLEAR button. Messaging Partner responds, “Delete.”
- Press the MESSAGES button. Messaging Partner responds, “Old voice messages.”
- Press the MESSAGES button again. Messaging Partner responds, “Accept.”
- Press **9 #** to exit Command Mode.

### *From Command Mode*

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Press **0 1 #** from your touchtone keypad.
- The Messaging Partner will beep three times; this indicates that you've returned to Command Mode.
- Press **9 #** to exit Command Mode.

#### **5.1.4 RECORDING A PERSONAL MEMO**

A personal memo is a voice message you record for someone else who uses the Messaging Partner. To record a personal memo:

- Enter Command Mode through the local telephone (by entering # # 1) or through the remote telephone (see **Section 4.1**).
- Press **6 4 #**.
- Press **5** when you are finished recording your memo.
- Press **9 #** to exit Command Mode.

The Messaging Partner treats the new memo just like a new voice message; the VOICE LED flashes and the Messaging Partner will pick up on the number of rings equal to the Number of Rings with Messages function.

#### **5.1.5 TWO-WAY CONVERSATION RECORDING**

You can record a conversation you are having if you are speaking with the individual from the local telephone on your Messaging Partner. While speaking with the other party, you can enter Two-Way Conversation Recording two ways:

##### *From the Buttons*

- Hold down the MESSAGES button for one second.

##### *From the Touchtone Keypad*

- Enter # # 4 from the touchtone keys on either the local telephone or a remote telephone.

## 5.2 The Messaging Partner as a Fax Machine

### 5.2.1 RECEIVING FAXES ON THE MESSAGING PARTNER

For general information on the process the Messaging Partner goes through when answering a call, see **Section 5.1.1**. For additional information specific to fax reception, read the following guidelines.

- When the Messaging Partner answers a call, it automatically listens for fax CNG tones. If it hears a CNG tone, the Messaging Partner immediately goes into fax receive mode.
- If a fax CNG tone starts during or after the OGM1 message is played, the Messaging Partner drops into fax receive mode after five seconds to establish the fax connection.
- After the Messaging Partner receives an end-of-transmission command from the sending fax device, the Messaging Partner hangs up. The FAX LED flashes, indicating that new fax messages have been received.

### 5.2.2 MANUAL FAX RECEIVE

If you pick up your local phone before the Messaging Partner picks up, you can still receive an incoming fax. If you hear a fax CNG tone when you pick up your local handset, you can either:

- Hold the FAX button down for one second. Once the fax connection is made, you can hang up the local phone.
- Enter **# # 3** from the touchtone keys on the local telephone. Once the fax connection is made, you can hang up the local phone.

The Manual Fax Receive function is also useful if you are speaking with someone who wants to send you a fax after your conversation.

### 5.2.3 NEW FAX MESSAGES

You know you have new faxes if the FAX LED is flashing. If you press the FAX button once, the Messaging Partner tells you how many faxes you have. The Messaging Partner will also tell you how many new fax messages you have when you enter Command Mode.

### 5.2.4 RETRIEVING FAX MESSAGES

There are three methods by which you can retrieve your faxes from the Messaging Partner: Local Fax Machine Transmission, Immediate Fax Retrieval (sending faxes to a remote fax machine while online), or Fax Retrieval (sending faxes to a remote fax machine).

### 5.2.5 LOCAL FAX MACHINE TRANSMISSION

If you have a local fax machine online, you can both print your received faxes to that machine and upload faxes from the local fax to the Messaging Partner for later retrieval.

To print your faxes to the local fax machine:

- Press the FAX button once. The Messaging Partner will say *“You have n new fax messages. You have x old fax messages. Start fax retrieval.”*
- Press the START button on your local fax machine.
- The fax will be sent to your local fax machine for printing. Once the fax is printed, the Messaging Partner will hang up. The FAX LED will remain on.

To send a fax from the local fax machine to the Messaging Partner for later retrieval:

- Load the document you want to send (to the Messaging Partner) into the local fax machine and enter **# # 2** from the fax machine. The Messaging Partner responds with *“Start fax forward.”*
- Press the START button on your local fax machine.
- The fax loads into the Messaging Partner for later retrieval.

### 5.2.6 IMMEDIATE FAX RETRIEVAL

To immediately receive your new faxes from a remote fax machine, simply call into the Messaging Partner and perform these steps:

- Dial the phone number for the Messaging Partner and get into Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- The Messaging Partner tells you that you have new fax messages.
- Press **2 #** on the remote fax machine.
- Press the START button on your remote fax machine.
- When the fax transmission is complete, the Messaging Partner hangs up.

### 5.2.7 FAX RETRIEVAL

A third way to retrieve your fax messages from the Messaging Partner is dialing up the Messaging Partner and telling it to send your faxes to a remote fax machine.

- Dial the Messaging Partner and get into Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Enter **3** on your touchtone handset.

### NOTE

**The caller must wait until the end of the answer message before entering 3.**

- Enter the phone number of the remote fax machine to which you wish to send the faxes. If you need to include special characters, you can do so by pressing **# n n** to indicate the special characters (see **Appendix A** for information on special characters).
- Press **# #** when you are finished entering the remote fax phone number.
- Enter **9 #** to hang up the Messaging Partner.
- The Messaging Partner will then dial the remote fax machine and send your new faxes. After it successfully sends the faxes, the Messaging Partner will hang up.

### 5.2.8 FAX RETRIEVAL OPTIONS

You can use any of the methods of fax retrieval (see **Sections 5.2.4** through **5.2.7**) to retrieve specific faxes from the Messaging Partner. You can also select New Faxes (the default when performing any fax retrieval), All Faxes, or Specific Faxes. Follow these instructions *before* doing your fax retrieval to receive the faxes you need.

#### *Select All Faxes*

- Get into Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Enter **4 3 #** from your touchtone handset.
- Perform one of the fax-retrieval options above. (See **Sections 5.2.4** through **5.2.7**.)
- The Messaging Partner then sends all stored faxes to the retrieving fax machine.

### *Selecting Specific Faxes*

There are times when you have a specific fax stored on your Messaging Partner that you want to retrieve. This is a two-stage process, in which you must first retrieve the Fax Log before retrieving the fax that you want. To retrieve the Fax Log:

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Enter 4 1 # from the touchtone phone.
- Perform one of the fax-retrieval options above. (See **Sections 5.2.4** through **5.2.7**.)
- The Fax Log is then sent to the retrieving fax machine.

The Fax Log has several fields of information: Date/Time, Pages, Remote ID, MSG, and Status. The Remote ID is the identification code of the fax machine that originally sent to your Messaging Partner. MSG indicates the number that the Messaging Partner has assigned to that fax message. After you have retrieved the Fax Log, you can then dial back into the Messaging Partner and retrieve the specific faxes that you want.

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Enter 4 4 from your touchtone phone.
- Enter the MSG code of the fax messages you want, followed by #.
- When you have selected all of the messages you want to retrieve, press # again.
- Perform one of the fax-retrieval options above. (See **Sections 5.2.4** through **5.2.7**.)
- The faxes that you requested are then sent to the retrieving fax machine.

This example will make it easier to understand how to retrieve a specific fax:

*After retrieving your fax log and seeing that you have five fax messages on your Messaging Partner, you decide to retrieve two of those faxes. You dial into your Messaging Partner and enter your security code. You are now in Command Mode. After entering 4 4 to start selecting specific faxes for retrieval, you enter 6 5 # (the first fax you want to receive) followed by 6 8 # (the second fax you want to receive). When you're done selecting faxes to send, you enter # to indicate that you are finished entering codes. After that's completed, you perform one of the fax-retrieval methods discussed in **Sections 5.2.4** through **5.2.7**.*



### 5.2.9 DELETING OLD FAX MESSAGES

You can delete old fax messages either through the buttons on the Messaging Partner or through Command Mode.

#### *Through the Buttons*

- Press the CLEAR button. Messaging Partner responds, “Delete.”
- Press the FAX button. Messaging Partner responds, “Old fax messages.”
- Press the FAX button again. Messaging Partner responds, “Accept.”

#### *From Command Mode*

- Enter Command Mode through the local telephone (by entering ##1) or through a remote telephone (see **Section 4.1**).
- Enter **0 2 #** to delete old faxes.
- Enter **0 3 #** to delete fax messages queued to send.
- Upon completion, Messaging Partner returns to Command Mode.

### 5.2.10 CONFIGURING THE FAX STATION IDENTIFICATION

The Fax Station Identification is the phone number or name that is reported during a fax handshake. This ID is usually reported on the LCD screen display of the receiving fax machine. In addition, this ID is printed on the header of all forwarded faxes. To configure the Fax Station Identification:

- Enter Command Mode through the local telephone (by entering ##1) or through a remote telephone (see **Section 4.1**).
- Enter **8 7** from your touchtone handset.
- Enter the Fax Station Identification using the touchtone keys on your handset. To enter special characters, use the **# n n** codes (see **Appendix A** for more information on special characters). You can enter up to 20 characters into the Fax Station Identification.
- Press **# #** when your entry is completed.
- Press **9 #** to exit Command Mode.

This example will make it easier to understand how to configure the Fax Station Identification:

*You want to put “Starlight Sales” as your Fax Station Identification. Get into Command Mode, then press 8 7. Then enter these character codes: # 7 3 (S), # 8 1 (T), # 2 1 (A), # 7 2 (R), # 5 3 (L), # 4 3 (I), # 4 1 (G), # 4 2 (H), # 8 1 (T), # 4 4 (SPACE), # 7 3 (S), # 2 1 (A), # 5 3 (L), # 3 2 (E), # 7 3 (S). Press ## when you are finished entering characters. When you connect with a remote fax machine, “STARLIGHT SALES” will appear as the fax sender.*

### 5.2.11 CONFIGURING THE FAX USER NAME

The Fax User Name is the name that is printed on the header of all forwarded faxes so that the fax may be routed to the correct person. Both the Fax User Name and the Fax Station Identification appear on the header of forwarded faxes. To configure the Fax User Name:

- Enter Command Mode through the local telephone (by entering ## 1) or through the remote telephone (see **Section 4.1**).
- Press 8 9 on your touchtone handset.
- Enter the Fax User Name using the touchtone keys on your handset. To input special characters, use the # n n codes (see **Appendix A** for more information on special characters). You can enter up to 20 characters into the Fax User Name.
- Press ## when your entry is completed.
- Press 9 # to exit Command Mode.

This example will make it easier to understand how to configure the Fax User Name:

*You want to put “Sam Malloy” as your Fax User Name. Get into Command Mode, then press 8 9. Then enter these character codes: # 7 3 (S), # 2 1 (A), # 6 1 (M), # 4 4 (SPACE), # 6 1 (M), # 2 1 (A), # 5 3 (L), # 5 3 (L), # 6 3 (O), # 9 3 (Y). Press # # when you are finished entering characters. When faxes are forwarded, “SAM MALLOY” will appear on the header.*

## 6. Button Functions

### 6.1 CLEAR Button

The CLEAR button, in combination with the FAX and MESSAGES buttons, performs delete functions by removing old voice or fax messages from memory.

- To delete old voice messages, press the CLEAR button once, then the MESSAGES button twice.
- To delete old fax messages, press the CLEAR button once, then the FAX button twice.
- To cancel whatever operation the Messaging Partner is performing, hold down the CLEAR button for one second. The Messaging Partner will cease whatever function it was performing at the time.
- Holding down all three buttons (CLEAR, FAX, and MESSAGES) for one second resets the Messaging Partner software and stops all scheduled activities.

### 6.2 FAX Button

- Pressing the FAX button once when you have new faxes onboard will allow the Messaging Partner to print to any fax machine you have online.
- If you hold the FAX button down for one second, the Messaging Partner will receive a fax.

### 6.3 MESSAGES Button

- Pressing the MESSAGES button while the Messaging Partner is idle will allow you to listen to your voice messages.
- While listening to a message, pressing the MESSAGES button again will skip forward to the next voice message.

- If you hold down the MESSAGES button for one second in idle mode, the Messaging Partner will announce the time and the status of messages on individual mailboxes (if mailboxes are configured).
- If the Messaging Partner is online and you hold down the MESSAGES button for one second, the Messaging Partner will start Two-Way Conversation Recording.
- Holding down the MESSAGES button for one second while recording a message will stop the recording.

### 6.4 Pushbutton Operations

There are a variety of command options you can perform with the three pushbuttons on the Messaging Partner. The chart shows what each button will do in different modes.

<b>BUTTON pressed</b>	<b>IDLE mode</b>	<b>ONLINE mode</b>	<b>FAX mode</b>	<b>VOICE mode</b>	<b>OTHER modes</b>
<b>CLEAR</b>	Delete Function	Delete Function	No Action	Delete Current Voice	No Action
<b>CLEAR (long)</b>	Stop	Stop	Stop	Stop	Stop
<b>FAX</b>	Print Faxes	Print Faxes	No Action	Repeat Voice Messages	No Action
<b>FAX (long)</b>	No Action	Start Fax Receive	Stop Fax Printing	No Action	No Action
<b>MESSAGE</b>	Play Messages	Play Messages	No Action	Skip Messages	No Action
<b>MESSAGE (long)</b>	Announce Time	Start Voice Recording	No Action	Stop Voice Messages	No Action

## 6.5 Delete Operations

The combination of the CLEAR button with the FAX and MESSAGES buttons performs specific delete functions on the Messaging Partner.

<b>1st Press</b>	<b>2nd Press</b>	<b>3rd Press</b>	<b>Delete Function</b>
CLEAR	MESSAGES	MESSAGES	Delete Old Voice Messages
CLEAR	FAX	FAX	Delete Old Fax Messages
CLEAR	FAX (long)	FAX (long)	Delete All Fax Messages
CLEAR	CLEAR		Cancel Delete Function
CLEAR	MESSAGES or FAX	CLEAR	Cancel Delete Function

## 7. Pager Notification and Message Forwarding Features

### 7.1 Pager Notification

You can have the Messaging Partner page you through any standard digital paging system when you receive new voice or fax messages. If you have a forwarding number and a Pager Notification Number set up, the Messaging Partner will dial the pager first before performing the forwarding functions. The Messaging Partner will dial the pager number and send whatever codes you program the Messaging Partner to send as the station identification, followed by **1 v**, **2 f**. **1 v** indicates the number of voice messages (for example, **1 3** would indicate three new voice messages) and **2 f** indicates the number of new faxes (for example, **2 1** would indicate one new fax message). To set your Pager Notification Number:

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Enter **5 6** from your touchtone phone.
- Enter the Pager Notification Number, using **# n n** for special characters (see **Appendix A** for more information about special characters).
- When you are finished entering your Pager Notification Number, press **# #**.
- Pager Notification is now turned on.
- To toggle Pager Notification on or off, enter Command Mode and press **5 7 #** from your touchtone phone.
- Press **9 #** to exit Command Mode.

This example will make it easier to understand pager notification:

*Say the digital pager system you are using requires a pound (#) character before entering the station identification. Your Pager Notification Number would be set up by entering **5 6** from Command Mode, followed by the phone number. After you enter the phone number, enter **# 2 4 (#)** and the station identification (let's say **1 2 3 4**) followed by **# #**. When your Messaging Partner pages your digital pager, you will see "**1 2 3 4 1 v 2 f**." If you receive one voice message and two fax messages, then you would see "**1 2 3 4 1 1 2 2**" on your pager.*

### 7.2 Call Forwarding

The Call Forwarding Number is the number to which you want to forward your voice messages. When the Messaging Partner forwards your messages to the Call Forwarding Number and the line is picked up, it plays the OGM2 message to prompt you to enter your security code. Once you enter the security code, the Messaging Partner enters Command Mode, and you can access your voice messages normally. To set up your Call Forwarding Number:

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Enter **5 2** from your touchtone phone.
- Enter the Call Forwarding Number, using **# n n** for special characters (see **Appendix A** for more information about special characters).
- When you are finished entering your Fax Forwarding Number, press **# #**.
- Call Forwarding is now turned on.
- To toggle Fax Forwarding on or off, enter Command Mode and press **5 3 #**.
- Press **9 #** to exit Command Mode.



### 7.3 Fax Forwarding Number

The Fax Forwarding Number is the phone number to which the Messaging Partner will forward all new faxes. Once it receives a new fax, the Messaging Partner will dial the Fax Forwarding Number and attempt to send the new fax. To set up your Fax Forwarding Number:

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Enter **5 4 #** from your touchtone phone.
- Enter the Fax Forwarding Number, using **# n n** for special characters (see **Appendix A** for more information about special characters).
- When you are finished entering your Fax Forwarding Number, press **# #**.
- Pager Notification is now turned on.
- To toggle Fax Forwarding on or off, enter Command Mode and press **5 5 #** from your touchtone phone.
- Press **9 #** to exit Command Mode.

### 7.4 Turning All Forwarding Functions Off

You can toggle all message forwarding and pager notification functions off by entering Command Mode and pressing **5 1 #** on your touchtone phone.

### 7.5 Canceling All Forwarding Functions

You may want to cancel all scheduled forwarding activities (pager notification and call or fax forwarding), especially if the number you are forwarding to is not responding. To cancel all forwarding, enter **0 7 #** from Command Mode. (No messages will be deleted; only the forwarding will be canceled.)

### 7.6 Error Retries for Forwarding

If your Messaging Partner cannot successfully perform its message forwarding or pager notification function, it will attempt to retry until it is successful. You can control how often the Messaging Partner will attempt to connect until it gives up. To configure the Error Retries:

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Enter **8 8** from your touchtone keypad.
- Enter the two-digit number (**n n**) for the number of retries.
- Enter the two-digit number (**m m**) for the number of minutes between retries.
- Once the last two digits are entered, the Messaging Partner returns to Command Mode.
- Press **9 #** to exit Command Mode.

For example, if you wanted the Messaging Partner to try three times with fifteen minutes between attempts, you would enter **8 8 0 3 1 5**.

## 8. Advanced Setup

### 8.1 Remote Access Code (Security Code)

You can change the Remote Access Code to your own unique four-digit number. If you do change your Remote Access Code and have multiple mailboxes set up (see **Chapter 9**), it is recommended that the first digit be the first digit of the mailbox in question. The Remote Access Code for Mailbox 0, for example, should always begin with **0**. To change your Remote Access Code:

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Enter **8 1** from your touchtone phone.
- Enter your new four-digit Remote Access Code.
- After you enter your new Code, the Messaging Partner will repeat the digits and then return to Command Mode.
- Press **9 #** to exit Command Mode.

### 8.2 Call Breakthrough Code

This Code allows you to ring through the Messaging Partner at maximum volume to alert anyone at the Messaging Partner site if the speaker has been turned off. The default Call Breakthrough Code is **1 2 3 4**. To change your Call Breakthrough Code:

- Enter Command Mode through the local telephone (by entering **# # 1**) or through a remote telephone (see **Section 4.1**).
- Enter **8 2** from your touchtone phone.
- Enter your new Call Breakthrough Code.
- After you enter the four-digit code, the Messaging Partner will repeat the digits and then return to Command Mode.
- Press **9 #** to exit Command Mode.

### 8.3 Security Mode

The Security Mode provides extra security measures for voice and fax messages. When this Mode is turned ON, the Messaging Partner will not respond to button commands, and Local Mode must have the Security Code entered before commands are accepted. The default is OFF. To toggle Security Mode ON/OFF, enter Command Mode and press **7 9 #** on your touchtone phone.

### 8.4 Message Alert

The Message Alert function is the audible indicator that beeps every ten seconds when new messages are received by your Messaging Partner. The default is ON. To toggle the Message Alert function ON/OFF, enter Command Mode and press **7 3 #** from your touchtone phone.

### 8.5 Voice Speaker

With Voice Speaker turned ON, the Messaging Partner speaker is on when voice calls are coming into the unit. The default is ON. To toggle the Voice Speaker ON/OFF, enter Command Mode and press **7 4 #** from your touchtone phone.

### 8.6 Fax Speaker

This function controls the fax speaker on the Messaging Partner. If it is toggled ON, the Messaging Partner speaker is on when sending or receiving faxes. The default is OFF. To toggle the Fax Speaker ON/OFF, enter Command Mode and press **7 5 #** from your touchtone phone.

### 8.7 Announce Only Mode

This Mode forces the Messaging Partner to play OGM3 when someone calls into the unit. After playing OGM3, the Messaging Partner hangs up. The default is OFF. To toggle Announce Only Mode ON/OFF, enter Command Mode and press **7 1 #** from your touchtone phone.

## **8.8 Tone/Pulse Mode**

The Tone/Pulse toggle controls how the Messaging Partner dials out. Most phone lines are tone lines, so Tone (ON) should be toggled. If, however, you have a pulse phone line, toggle this function OFF. The default is ON. To toggle the Tone/Pulse Mode ON/OFF, enter Command Mode and press **7 6 #** from your touchtone phone.

## **8.9 Messaging Partner Answer Mode**

The Messaging Partner Answer Mode tells the unit if it should answer the call according to the Number of Rings function. If Answer Mode is ON, the Messaging Partner answers according to the Number of Rings function; if it is OFF, the Messaging Partner answers after ten rings. The default is ON. To toggle the Messaging Partner Answer Mode ON/OFF, enter Command Mode from the Main Mailbox 0 and press **7 2 #** from your touchtone phone.

## **8.10 Calling Party Control**

Calling Party Control handles Call Waiting on a phone line if that phone line has Call Waiting. If the Messaging Partner receives a pulse from that phone line, indicating a new call with Call Waiting, then the Messaging Partner will hang up its current session. When the Calling Party Control is toggled ON, Call Waiting is turned off, so it can't interrupt the Messaging Partner. The default is ON. To toggle the Calling Party Control ON/OFF, enter Command Mode and press **7 7 #** from your touchtone phone.

## **8.11 Parallel Disconnect**

The Parallel Disconnect function relates only to digital phone lines through a PBX system and other special lines. On those lines, the parallel disconnect circuit may interfere with operations of the Messaging Partner. In these special cases, turn off the parallel disconnect (default is ON). To toggle the Parallel Disconnect function ON/OFF, press **7 8 #** from Command Mode.

## 9. Mailboxes

### 9.1 Introduction

The Messaging Partner has capacity for up to ten separate mailboxes, accommodating up to nine different users (nine configurable mailboxes and the main mailbox, Mailbox 0). All mailbox functions are transparent to the user until individual mailboxes are configured.

Once activated, each mailbox has access to nearly all commands. Therefore, each mailbox can have its own set of forwarding and notification numbers, as well as individualized OGM1 messages and unique security codes. Both fax and voice messages can be addressed to individual mailboxes.

Your main mailbox OGM1 message should let your callers know that you have multiple mailboxes. For example, your OGM1 message for Mailbox 0 might sound like this:

*“Hello. You have reached Starlight Sales. No one is here to take your call right now. Press 1 to leave a message for sales. Press 2 to leave a message for marketing. Thank you for calling Starlight Sales.”*

When a caller enters the number of the mailbox, he will hear the OGM1 message for that mailbox, and can then leave a voice message or press the start button on the fax machine to send a fax to the mailbox.

### 9.2 Setting Up Mailboxes

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Enter # n, where n is the number of the mailbox you want to setup.
- Enter the Security Code for that mailbox. For mailbox one, the default Security Code is 1 5 8 3; for mailbox two, the default Security Code is 2 5 8 3, etc.
- Enter 7 2 # to toggle that mailbox on.
- Record your OGM1 message for that mailbox (see **Chapter 4**).
- Change the Security Code for that mailbox (see **Chapter 8**).
- Perform any other setup commands you want for that mailbox. (See the Exceptions List on next page)

### Exceptions List

All setup commands work for individual mailboxes except the following:

Delete OGM3 (0 6)	Delete Forwarding Activities (0 7)
Record OGM3 (6 4)	M. Partner Answer Mode Toggle (7 2)
Message Alert Toggle (7 3)	Voice Speaker Toggle (7 4)
Fax Speaker Toggle (7 5)	Tone/Pulse Toggle (7 6)
Calling Party Detect Toggle (7 7)	Parallel Disconnect Toggle (7 8)
Security Mode Toggle (7 9)	Change Call Breakthrough Code (8 2)
Number of Rings (8 3)	Incoming Message Length (8 4)
System Time (8 5)	System Date (8 6)
Fax Station ID (8 7)	Error Retries (8 8)

### 9.3 Disabling Mailboxes

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Enter # n, where n is the mailbox number you want to disable.
- Enter the Security Code for that mailbox.
- Enter 7 2 # from your touchtone phone.
- That mailbox is now disabled and will not accept any more messages. However, all preferences for that mailbox are still saved.

### 9.4 Accessing Messages in Individual Mailboxes

- Enter Command Mode through the local telephone (by entering # # 1) or through a remote telephone (see **Section 4.1**).
- Enter # n, where n is the number of your mailbox.
- Enter the Security Code for that mailbox.
- Access your messages normally (see **Section 5.1.2**).

If you are dialing in *remotely*, you can enter the number of your mailbox right after the Main mailbox OGM1 is played (as if you were leaving a message). Once you hear OGM1 for your mailbox, enter the Security Code for the mailbox and access your messages normally (see **Section 5.1.2**).

### 9.5 Notes on Mailboxes

- Only messages in Mailbox 0 can be played with the buttons.
- Holding down the MESSAGES button for one second gives the status of new messages on individual mailboxes.
- LED indicators blink if there are new messages in any of the mailboxes.



# 10. Special Commands

## 10.1 Command Mode

Command Mode lets you access the full range of Messaging Partner programming tools and functions. You can access Command Mode by calling into the unit from a remote site and entering your Security Code (see **Section 4.1**). If you have access to a local phone, you can access Command Mode by pressing **# # 1** on the phone's touchtone keypad.

## 10.2 Local Fax Transmit Mode

To load a fax from your local fax machine to the Messaging Partner for later retrieval, you simply press **# # 2** from your local fax machine to inform your Messaging Partner that it is to start receiving a fax. Press the START button on your fax machine. The fax document is then loaded to the Messaging Partner for retrieval later.

## 10.3 Manual Fax Receive Mode

Manual Fax Receive mode is used when you want to force the Messaging Partner into fax receive mode while online. Two ways of doing this are holding down the FAX button for one second or entering **# # 3** from either the local or remote handset.

## 10.4 Two-Way Conversation Recording Mode

You can initiate Two-Way Conversation Recording by either holding down the MESSAGES button for one second or by entering **# # 4** from either the local telephone or remote telephone. To stop Two-Way Conversation Recording, hit the MESSAGES button a second time for one second or enter **# # 5** from either phone. See **Section 5.1.5** for more about Two-Way Conversation Recording.

### 10.5 Stop Messaging Partner Function

The Messaging Partner will stop all operations if you hold down the CLEAR button for one second or if you enter # # 5 from either the local or remote telephone. All Messaging Partner activities will cease once that command is initiated. If you cancel Messaging Partner operations while receiving a fax or voice message, that message is not saved.

### 10.6 Reset Messaging Partner

To reset the Messaging Partner's internal software, hold down all three buttons (CLEAR, FAX, and MESSAGES) for one second. This will also cancel all scheduled activities. All messages and preferences remain unchanged.

# 11. Command Summary

- \* Cancel—Returns you to Main Menu
- # Message Status

## 0 Delete Messages

- 0 1 # Delete Old Voice Messages
- 0 2 # Delete Old Fax Messages
- 0 3 # Delete Queued Fax Messages
- 0 4 # Delete OGM1 (Returns to Default Message)
- 0 5 # Delete OGM2 (Returns to Default Message)
- 0 6 # Delete OGM3 (Returns to Default Message)
- 0 7 # Delete all scheduled forwarding events
- Options 0 6 and 0 7 are not available to individual mailboxes

## 1 Play Voice Messages

- *New Voice Messages are played first*
- 1 4 Repeat Last Message
- 1 5 Stop Playing Messages
- 1 6 Skip Forward to Next Message
- Press 0 to delete the current message

## 2 Immediate Fax Retrieval While Online

- \* Cancel
- # Accept
- Once you press # to accept, press **Start** on the remote fax machine

## 3 Fax Retrieval

- Enter Fax Retrieval Number **nnnnnnn** (# n n for special characters)
- \* Cancel
- ## Accept

### 4 Select Fax Options

- 4 1 # Select Fax Log
- 4 2 # Select New Faxes
- 4 3 # Select All Faxes
- 4 4 n n n # Select Specific Faxes (# after last selection is accepted)

### 5 Message Forwarding

- 5 1 # Turn all forwarding OFF
- 5 2 nnnnnn # # Enter Call Forwarding Number (# n n for Special Characters)
- 5 3 # Toggle Call Forward ON/OFF
- 5 4 nnnnnn # # Enter Fax Forwarding Number (# n n for Special Characters)
- 5 5 # Toggle Fax Forward ON/OFF
- 5 6 nnnnnn # # Enter Pager Notification Number (# n n for Special Characters)
- 5 7 # Toggle Pager Notification ON/OFF

### 6 Record Messages

- 6 1 # Record OGM1 (press 5 to accept)
- 6 2 # Record OGM2 (press 5 to accept)
- 6 3 # Record OGM3 (press 5 to accept)
- 6 4 # Record Personal Memo (press 5 to accept)
- Option 6 3 is not available to individual mailboxes

### 7 Setup 1, Toggle Function ON/OFF

- 7 1 # Turn Announce Only mode ON/OFF (default is OFF)
- 7 2 # Turn Messaging Partner Answer Mode mode ON/OFF (default is ON)  
    Inside a mailbox, Turn Mailbox ON/OFF
- 7 3 # Turn Message Alert ON/OFF (default is ON)
- 7 4 # Turn Voice Speaker ON/OFF (default is ON)
- 7 5 # Turn Fax Speaker ON/OFF (default is ON)
- 7 6 # Turn Tone mode ON/OFF (default is ON—Tone)
- 7 7 # Turn CPC Detect mode ON/OFF (default is ON)
- 7 8 # Turn Parallel Disconnect ON/OFF (default is ON)
- 7 9 # Turn Security mode ON/OFF (default is OFF)
- Options 7 3 through 7 9 are not available to individual mailboxes

**8 Setup 2, Change Function Codes** (note that # is not always necessary in this list)

- 8 1 nnnn** Change Remote Access Code (default is **0 5 8 3** for Mailbox 0)
  - 8 2 nnnn** Change Call Breakthrough Code (default is **1 2 3 4**)
  - 8 3 m n** Change Number of Rings to Answer: **m** (message), **n** (no message)
  - 8 4 mm ss** Set Incoming Message Length: **mm** (minutes), **ss** (seconds); (default is **1:00**)
  - 8 5 hh mm A/P** Set System Time: **hh** (hour), **mm** (minutes), AM (**2**), PM (**7**)
  - 8 6 mm dd yy** Set System Date: **mm** (month), **dd** (day), **yy** (year)
  - 8 7 nnnnnnn ##** Fax Station ID (use # **n n** for special characters)
  - 8 8 nn mm** Error Retries: **nn** (number of retries), **mm** (retry every **mm** number of minutes); (default is **5** and **5**)
  - 8 9 nnnnnnn ##** Fax User Name (use #**n n** for special characters)
- Options **8 2** through **8 8** are not available to individual mailboxes

**9 Hang Up**

- \* Cancel
- # Accept

**# Selection of Mailboxes**

- Mailbox 0 (Main System Mailbox) is selected by default; enter Main Remote Access Code
  - # 1** Selects Mailbox 1; Enter Remote Access Code
  - # 2** Selects Mailbox 2; Enter Remote Access Code
  - # 3** Selects Mailbox 3; Enter Remote Access Code
  - # 4** Selects Mailbox 4; Enter Remote Access Code
  - # 5** Selects Mailbox 5; Enter Remote Access Code
  - # 6** Selects Mailbox 6; Enter Remote Access Code
  - # 7** Selects Mailbox 7; Enter Remote Access Code
  - # 8** Selects Mailbox 8; Enter Remote Access Code
  - # 9** Selects Mailbox 9; Enter Remote Access Code

# Appendix A: Special Character Codes

When you need to enter Special Character Codes, you press # followed by the two digits that correspond to the character you need. When your entire entry is complete, press ##.

Refer to the special characters below. The chart layout is similar to the buttons on a touchtone telephone.

Q Z . * 1	A B C # 2	D E F , 3
G H I sp 4	J K L @ 5	M N O ! 6
P R S - 7	T U V & 8	W X Y ' 9
* 0	0 0	# 0

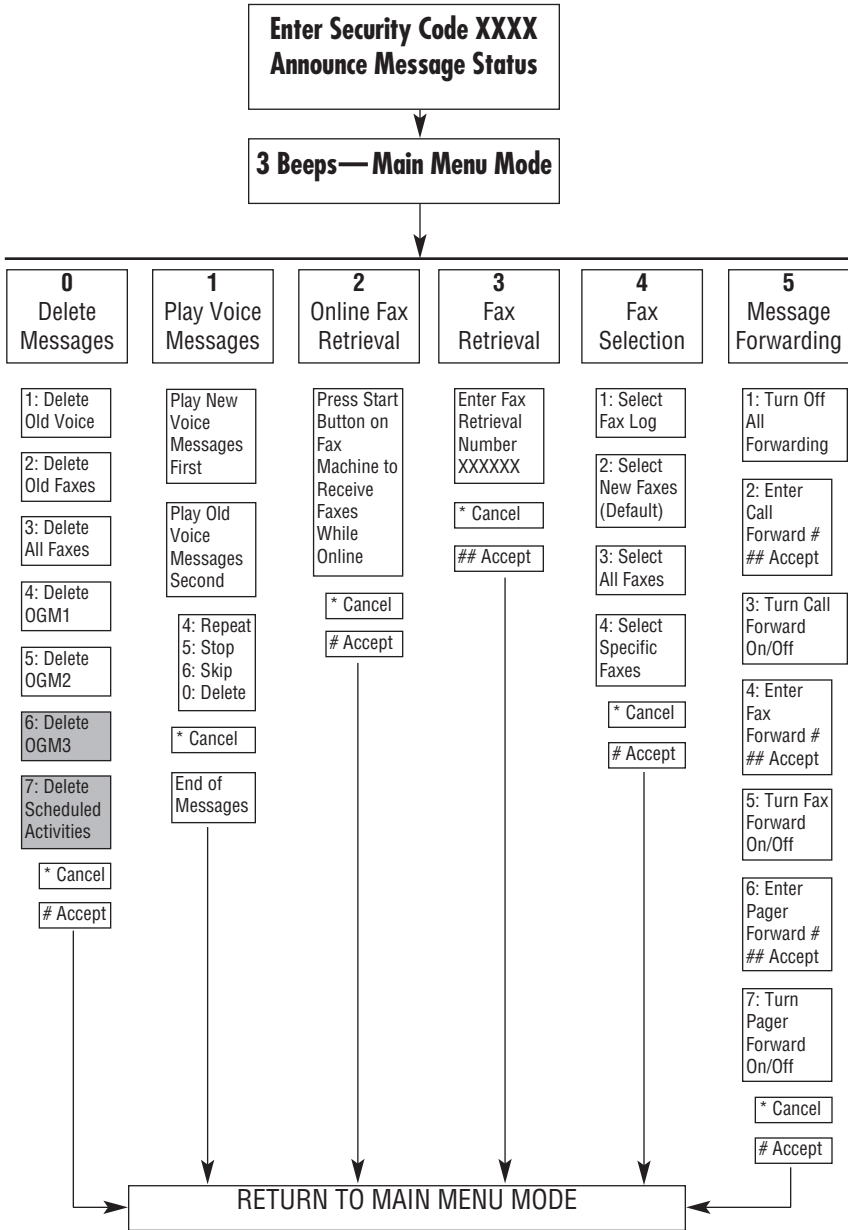
For example, if you wanted to select “Jack” as your Fax User Name, you would use these characters:

# 5 1 J  
# 2 1 A  
# 2 3 C  
# 5 2 K  
## Accept

# Appendix B: Remote Access Commands Guide

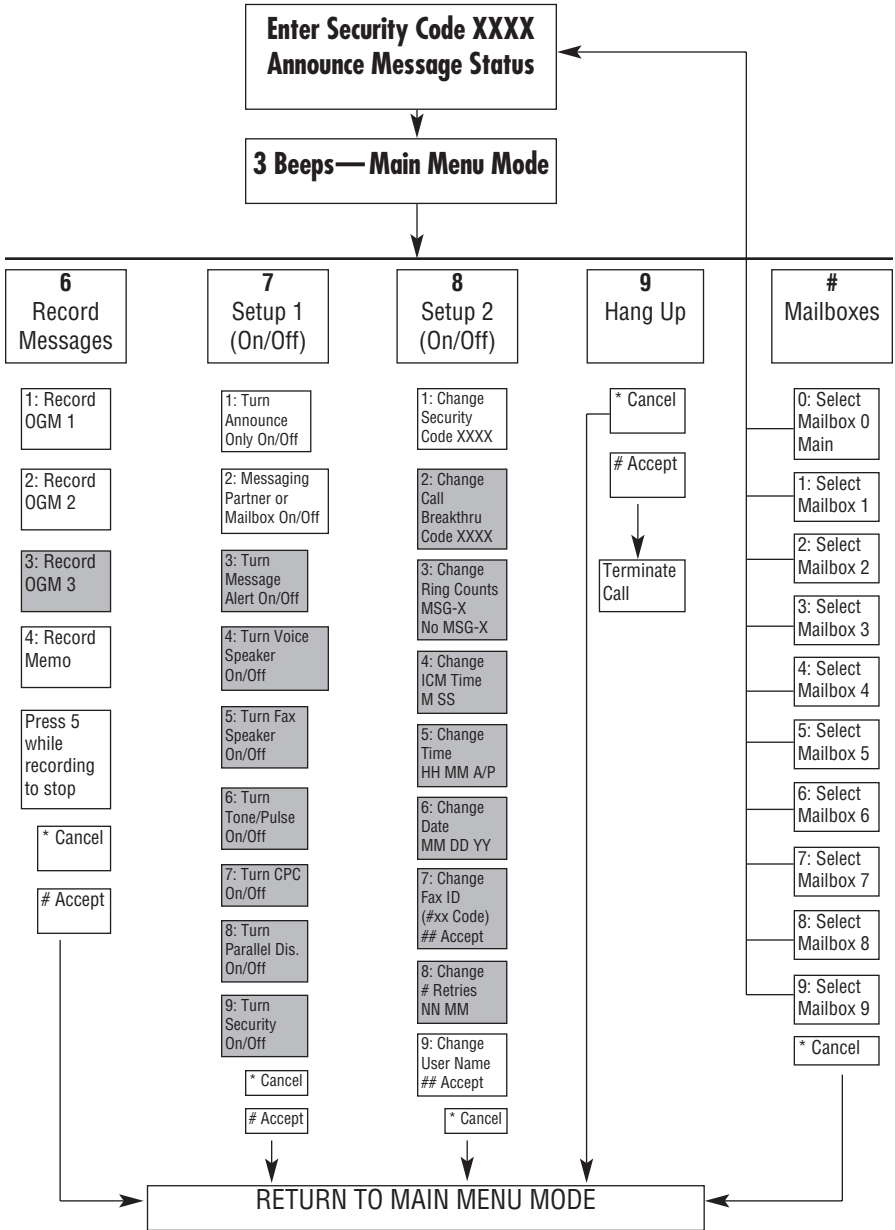
Use the flow chart on pages 44 and 45 as a quick-reference guide for Messaging Partner commands. You may want to carefully tear this appendix out of the manual and post the chart near your Messaging Partner.

Tinted boxes are commands that are not available for individual mailboxes.





# APPENDIX B: Remote Access Commands Guide



# Index

Accepting a Command .....	8	Command Mode .....	8, 37
Accessing Voice Messages.....	14	Accept.....	8
Advanced Setup		Cancel.....	8
Announce Only Mode .....	32	Hang up.....	8
Answer Mode.....	33	Local .....	8
Call Breakthrough Code .....	31	Remote .....	8
Calling Party Control.....	33	Command Summaries .....	39
Fax Speaker .....	32	Commands Guide .....	43
Message Alert .....	32	Conversation	
Parallel Disconnect.....	33	On-Line Recording: <i>See Two-Way Conversation</i>	
Remote Access Code.....	31	<i>Recording</i>	
Security Code .....	32	Date, Setting.....	13
Security Mode .....	32	Fax Speaker .....	32
Tone/Pulse Mode.....	32	Fax Station Identification.....	22
Voice Speaker.....	32	Fax User Name.....	23
Announce Only Mode .....	32	Faxes	
Answer Mode.....	33	New .....	17
Answering, Number of Rings .....	11	Receiving .....	17
Battery backup .....	4	Manual Receive .....	17
Battery/Memory compartment.....	4	Faxes, Deleting	
Button Operations		From Command Mode .....	22
CLEAR		Through the Buttons .....	21
Cancel .....	24	Faxes, Retrieving	
Delete Functions .....	24	Having Messaging Partner call a remote fax.....	19
FAX		Immediate Retrieval .....	18
Print Faxes.....	24	Local Fax Device	
Receive Fax.....	24	From the Local Fax .....	18
MESSAGES		From the Buttons .....	18
Announce Time .....	25	Retrieval Options .....	20
Play Voice Messages .....	24	Fax Log .....	20
Record Voice Messages.....	9	Selecting All Faxes .....	20
Two-Way Conversation Recording.....	25	Selecting Specific Faxes .....	20
Reset Messaging Partner.....	24	Forwarding	
Reset Messaging Partner.....	24	Canceling all Forwarding Events .....	29
Buttons		Forwarding Functions	
Button Operations .....	25	Call Forwarding	
Delete Operations.....	26	Enabling/disabling .....	28
CLEAR.....	24	Inputting Call Forwarding Number.....	28
FAX.....	24	Disabling.....	29
MESSAGES.....	24	Error Retries.....	29
Call Breakthrough Code .....	31	Fax Forwarding .....	28
Call Forwarding Message.....	9	Enabling/disabling .....	29
Call Waiting. <i>See Calling Party Control</i>		Entering Fax Forwarding Number.....	29
Calling Party Control.....	33	Pager Notification: <i>See Pager Notification</i>	

Hanging up the unit.....	8	Phone Line	
Help, On-Line.....	8	Connecting to the Messaging Partner.....	4
Incoming Message Length.....	12	Power, Connecting.....	4
Initialization.....	4	Remote Access Code.....	31
Installation.....	3	Remote Access Commands Guide.....	43
LED		Remote Command Mode.....	8
FAX.....	5	Reset Messaging Partner.....	24, 38
ON LINE.....	5	Security Code: <i>See Remote Access Code</i>	
POWER.....	5	Security Mode.....	32
VOICE.....	5	Special Character Codes.....	42
Local Command Mode.....	8	Special Commands	
Local Fax		Command Mode.....	37
Connecting to the Messaging Partner.....	5	Local Fax Transmit Mode.....	37
Local Phone		Manual Fax Receive Mode.....	37
Connecting to the Messaging Partner.....	4	Reset Messaging Partner.....	38
Mailbox Full Message.....	10	Stop/Cancel Functions.....	38
Mailboxes		Two-Way Conversation Recording Mode.....	37
Accessing Messages in.....	35	Specifications.....	1
Commands Not Supported.....	35	Stop/Cancel Functions.....	24, 38
Disabling.....	35	Surge Protector.....	4
Notes.....	36	System Date.....	13
Setting Up.....	34	System Time.....	12
Main Out-Going Message.....	9	Time, Announce.....	25
Manual Fax Receive Mode.....	17	Time, Setting.....	12
Message Alert.....	32	Tone/Pulse Mode.....	32
Message, Incoming		Two-Way Conversation Recording	
Message Length.....	12	From the Buttons.....	16, 25, 37
Messages, Outgoing		From the Keypad.....	16, 37
OGM1.....	9	Two-Way Conversation Recording Mode.....	37
OGM2.....	9	Voice Messages	
OGM3.....	10	Accessing	
Number of Rings to Answer.....	11	From Command Mode.....	15
Pager Notification.....	27	Through the Buttons.....	14
Enabling/disabling.....	27	Deleting	
Entering Pager Notification Number.....	27	From Command Mode.....	16
Parallel Disconnect.....	33	Through the Buttons.....	15
PBX Phone Line.....	33	Personal Memo.....	16
Personal Memo.....	16	Voice Speaker.....	32



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