

# Quick Start Guide

## Panasonic Courier IFM Standard Administrator

- **How do I set up my Win 95/98/2000/ME computer to access Courier?**
1. Connect cable from top RJ45 jack on IFM card to Network Hub or NIC (Network Interface Card)
  2. From your Desktop Right Click on Network Neighborhood (For Win 2000/ME right click on My Network Places)
  3. Click on Properties
    - **For Win 2000 Only**
    - Right Click on Local Area Connection
    - Click on Properties
    - Scroll in white area to Internet Protocol
  4. Double Click on TCP/IP (for NIC) or Internet Protocol TCP/IP for Win 2000
  5. Enter IP address "192.168.0.10" and subnet mask "255.255.255.0"
  6. Click on Specify an IP Address
  7. Click OK, OK
  8. Open Internet Explorer
  9. Type in the following address – http://192.168.0.9
  10. Hit enter
  11. Once connected the user name is panasonic and the password is password
  12. Under Monitoring system click on Panavoice
- **How do I reset a password?**
1. Access Courier
  2. Click on Mailboxes from the choices on the left side of the screen
  3. Click on Mailbox Setup from the choices on the left side of the screen
  4. Scroll to the extension that you would like to change the password on
  5. Type in new password.
- **How do I change the name directory?**
1. Access Courier
  2. Click on Mailboxes from the choices on the left side of the screen
  3. Click on the Name Directory option on the left side of the screen
  4. Scroll through to find the extension you would like to change
  5. Highlight and delete any entries that you do not wish to keep
  6. Click on Refresh
  7. Type in the extension # and click on search
  8. Type in First and Last Name in designated boxes
  9. Click on Apply
- **How do I change the automated attendant schedule?**
1. Access Courier
  2. Click on the System Greetings option on the left side of the screen
  3. Click on the Schedule from the options on the left side of the screen
  4. Enter Time in 24-hour format.
  5. Choose greeting number from drop down menu selection when clicking on appropriate for the time and date desired.
  6. Click on apply
- **How do I change the Time?**
1. From Monitoring System click on Webmin
  2. The username is root and the password is password
  3. Click on Hardware
  4. Click on System time

➤ **How do I record System Greetings?**

1. From a phone call into voicemail (default is 400)
2. Press \*999
3. When prompted for password dial 1111
4. Press 3
5. Select greeting by dialing a two digit code (default day greeting is 01)
6. Follow voice prompts to record greeting

➤ **How do I set up Holiday Greetings?**

1. Access Courier
2. Select System Greetings
3. Select Holiday
4. Scroll through list of available holidays
5. Click on square next to the holiday to activate it.
6. Click Apply
7. Be sure to write down numbers associated with each holiday's recording number (i.e. 40 for New Years)
8. Refer to directions for recording system greetings to record an appropriate greeting for each holiday.

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