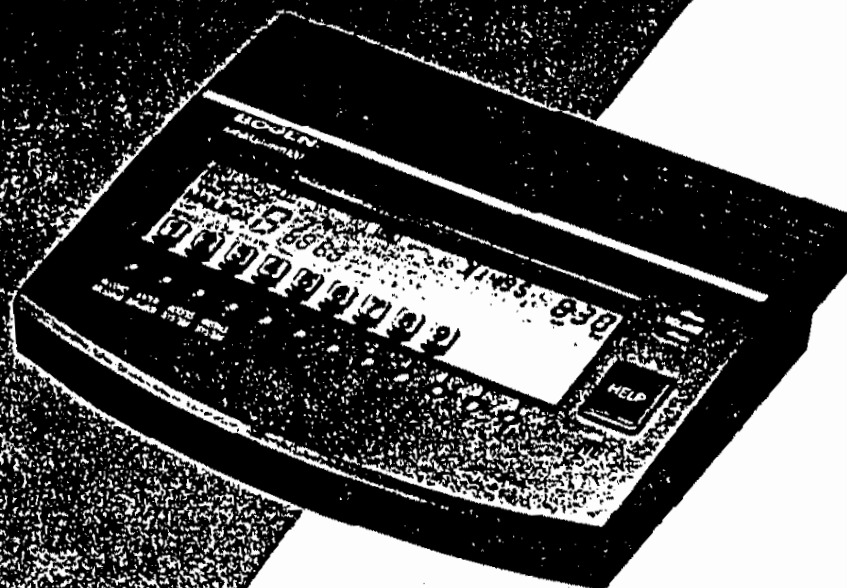


MiniMail

Model MM-100

User's Guide



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Save These Instructions

FCC Requirements for Consumer Products

This equipment complies with Part 68 of the FCC Rules. The Federal Communications Commission (FCC) has established Rules which permit this device to be directly connected to the telephone network. Standardized jacks are used for these connections. This equipment should not be used on pay lines or coin lines.

On the bottom panel of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your telephone company to determine the maximum REN for your calling area.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

If your MiniMail unit causes harm to the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice is not practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

Canadian Emissions Requirements

This digital apparatus does not exceed Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de la class A prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.

Parts Checklist

Before installing MiniMail, make sure all the following items have been included in your package:

- MiniMail Unit
- Power Supply
- Phone Cord
- Wall Mounting Bracket
- User's Guide (This Document)
- Administrator Quick Reference Card
- 9 Mailbox Owner Quick Reference Cards
- Warranty Registration Card

Important Safety Precautions

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on MiniMail.
3. Unplug MiniMail from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. To reduce the risk of electric shock, do not disassemble MiniMail; take it to a qualified service facility when service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when MiniMail is subsequently used.
5. Unplug MiniMail from the wall outlet and refer servicing to a qualified service agency under the following conditions:
 - a. If liquid is spilled into MiniMail.
 - b. If MiniMail has been exposed to rain or water.
 - c. If MiniMail has been dropped or the cabinet has been damaged.
 - d. If MiniMail exhibits a distinct change in performance.
6. Never install telephone wiring during a lightning storm.
7. Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
8. Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
9. Use caution when installing or modifying telephone lines.
10. Do not dispose of the battery in a fire. The cell may explode. Check with local codes for possible special disposal.
11. Do not handle, open or mutilate the internal battery. Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed. Do not short the battery with conducting materials such as rings, bracelets, or keys. The battery or conductor may overheat and cause burns.

SAVE THESE INSTRUCTIONS

Introducing MiniMail

What is MiniMail?

MiniMail is a complete, easy-to-use voice mail system for the small office. MiniMail works with your telephone or telephone system to answer phones, store messages for each of your employees, and leave announcements. With MiniMail, you can keep in touch with your colleagues and customers — 24 hours a day, 7 days a week, from anywhere.

What Can MiniMail Do For Me?

Here's a quick overview of MiniMail's most useful features.

Powerful voice mail/messaging capabilities

- *9 mailboxes* for voice mail or announcements
- *Records personal greetings* for each mailbox
- *Stores 1 full hour* of messages — up to 116 messages
- *Forwards* urgent messages instantly
- *Records memos* for your colleagues
- *Can page you* when you get a message
- *Works with most phone systems* to notify you of waiting messages
- *Can transfer calls* to an operator
- *Time/day stamp* tells exactly when a message was left
- *Security codes* protect your messages from unauthorized personnel
- *Efficient mailbox features* let you store, skip or delete messages

Easy and reliable

- *Friendly voice prompts* make MiniMail easy for everyone
- *Reliable all-digital* technology
- *Simple* to set up and make changes
- *Battery backup* saves your settings even if the power's off
- *Low memory feature* tells when you're running low on memory

How MiniMail Works

Answers your phone efficiently and professionally...

If your phone system allows¹⁾, callers can be transferred directly to the MiniMail mailbox "owned" by the individual they're looking for, so they can leave a message quickly and efficiently. Otherwise, MiniMail can greet callers with your digitally recorded System Greeting. Callers can then select an individual's mailbox by using keys on their telephone, and hear a personal greeting inviting them to leave a message.

Lets you get your messages anywhere, anytime...

Get your messages from any touch-tone phone, anywhere — from inside your company, or from the road. You can even store a message you've heard, and listen again later. MiniMail helps make sure your messages are private, by providing a separate security code for each mailbox.

Helps you stay in touch, no matter what

MiniMail can call you to let you know it's received a message. If you have a pager, it'll even page you — so you can be reached without giving people your pager number.

Convenient announcements and voice mail memos...

Use MiniMail's convenient announcement boxes to create a "corporate information center" with answers to your most commonly asked questions, like "How do I get to your office?" or "What's on sale this week?" Or use announcements to leave private messages for important customers who don't have a mailbox. You can even use MiniMail to leave "voice mail memos" for your colleagues. It's faster and easier than typing a memo or sending E-mail!

¹⁾ MiniMail supports this feature with nearly all phone systems that can send codes to identify called extensions.

Before You Begin

Before using MiniMail, have it installed professionally. Your professional installer should follow the directions in the Installing MiniMail section of this manual.

You should also review this manual before using MiniMail, so you'll understand how it works.

Communicating with MiniMail

MiniMail communicates with you in two ways: it shows your options on its display panel, and it prompts you by voice. You can instruct MiniMail by pressing buttons on MiniMail's front panel. You can always tell what each button does by looking at the icons that appear above each button on the display panel.

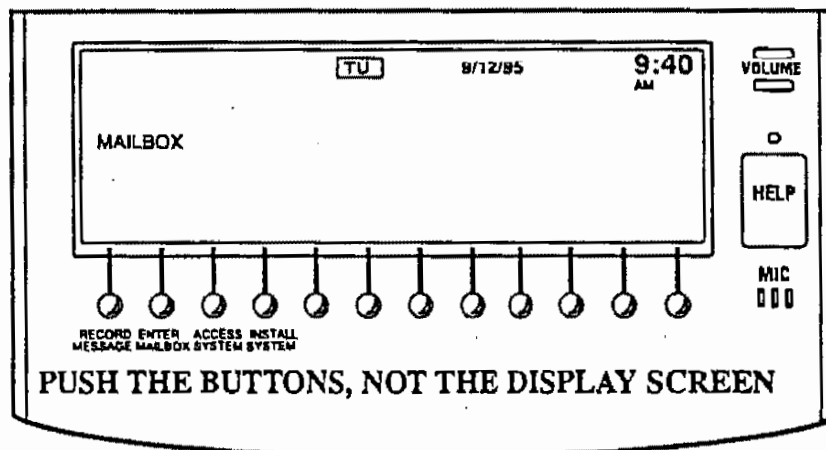


Figure 1. The MiniMail Display Panel

If you wish to control your MiniMail system from another office or an entirely different location, you can access MiniMail by phone and enter your instructions on the phone's keypad.

As you can see in the Figure 1, four categories of system tasks can be controlled by pressing MiniMail's preprinted buttons:

1. *Leave a message* in another mailbox
2. *Entering a mailbox* to retrieve messages, or for other reasons
3. *Accessing the system* to change its current setup (for the system administrator)
4. *Installing MiniMail* (for the professional installer)

When you select one of these categories, MiniMail displays a "Menu" of choices, each with a number attached, and prompts you for a selection. If you are controlling MiniMail from a telephone, MiniMail will read your choices aloud, and ask you to make a choice by pressing a button on your touch-tone phone.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

NOTE: This section assumes your MiniMail system has already been professionally installed. For professional installer's information, see Chapter 4, Installing MiniMail, near the end of this manual.

Introduction/Overview

Once your MiniMail system has been professionally installed, you'll want to set it up to meet your specific needs. This may include:

- Creating mailboxes for each of your employees
- Creating announcement boxes, if you choose
- Recording your company's System Greeting, if necessary, and any Announcements
- Setting the current date and time
- Specifying when your office is closed, and when live operators are available to take calls
- Specifying what happens when callers don't have touch-tone phones, or when they call after hours, or when they wait too long
- Setting the administrator's security code

For some of these options, MiniMail's pre-existing ("default") settings may be all you need. You won't have to do anything to make these settings take effect — they're already turned on.

Often, however, you'll want to change the default settings. For example, when you turn MiniMail on for the first time, no mailboxes are turned on. You'll have to tell MiniMail how many you want to use. It's easy to make these changes, and it'll be easy to make changes later, if you need to.

You can perform Setup tasks by pressing the Access System button on the MiniMail unit itself, or by calling the MiniMail system's phone number or extension. In either case, you will be prompted to enter your administrator's security code.

The first time you set up MiniMail, you may find it easiest to do so from the unit itself, assuming it's conveniently located. You'll be able to see all the options available to you at once on MiniMail's display. But whether you're in front of your MiniMail unit or on the phone, voice prompts will still help you every step of the way.

After you've set up MiniMail in Chapter 1, Chapter 2 of this manual explains how users can manage their own mailboxes, and Chapter 3 describes the options callers have when they connect with your MiniMail system.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

Understanding MiniMail's Menu System

MiniMail's consistent menu system helps make it especially easy to use. There are four main menus, each controlling a different aspect of MiniMail's operation:

The *Administrator's Menu* allows you to manage your MiniMail system on a day-to-day basis, handling such tasks as creating mailboxes and recording System Greeting. (The Administrator's Menu is covered in this chapter.)

The *Mailbox Owner's Menu* allows the owner of a specific mailbox to control that mailbox. MiniMail capabilities controlled by the Mailbox Owner's Menu include recording a Personal Greeting, retrieving messages, and telling MiniMail where to call you if you receive an urgent message while you're on the road (Remote Notify). The Mailbox Owner's Menu is covered in Chapter 2.

The *Caller's Menu* allows callers to control how they leave messages and request transfer to an operator, if one is available. The Caller's Menu is covered in Chapter 3.

The *Installer's Menu* allows your professional installer to establish the system settings needed for MiniMail to work with your telephone system and the outside telephone network. The Installer's Menu is covered in Chapter 4.

Once you enter any of these Menus, MiniMail provides more choices. Typically, you work with MiniMail Menus as follows: First choose a Menu item, then perform the task you wish to perform, and then press # to return to the Menu. At this point, you can either choose another task to perform, or press # again to exit the Menu.

Many aspects of MiniMail are consistent no matter which menu you're working with. For example, pressing 0 always repeats the menu, and pressing # always exits to a higher-level menu.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

Entering the Administrator's Menu

To enter the Administrator's Menu:

1. Press the Access System button on MiniMail's front panel. If you're accessing MiniMail by phone, dial its number or extension, and press * when you hear the System Greeting.
2. Enter your administrator's security code.

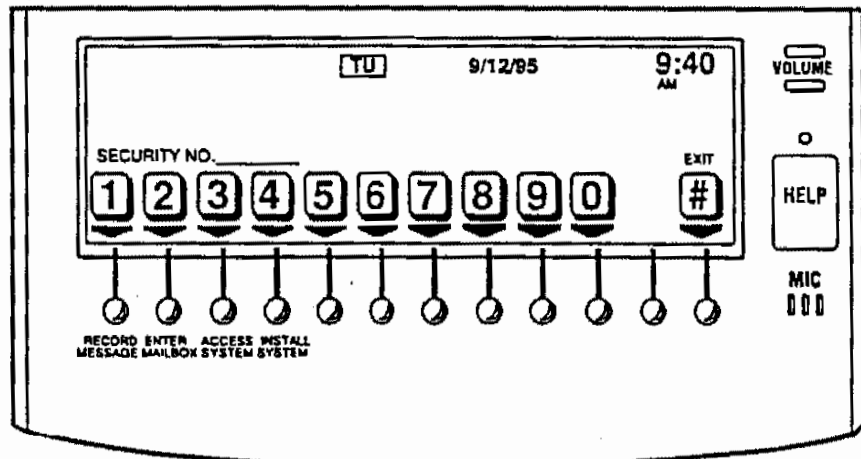


Figure 2. Entering the Administrator's Security Code

3. You will be presented with the Administrator's Menu.

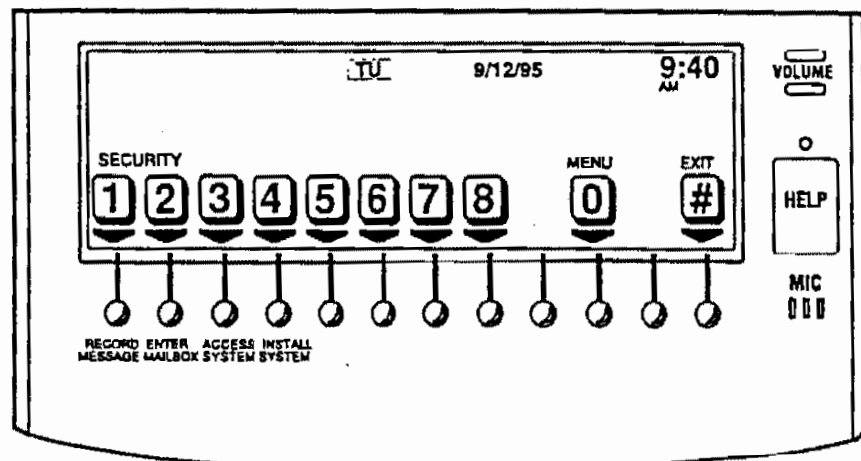


Figure 3. The Administrator's Menu

TIP: By default, the administrator's security code is 9999. For security reasons, you should change it. See Setting an Administrator's Security Code, later in this chapter, for directions.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

Creating Mailboxes and Announcement Boxes

At most companies, one of the first steps in setting up MiniMail is to create individual mailboxes for each person who will use the system. Mailboxes are where messages for each individual are stored. An individual's mailbox can also have a personal greeting, inviting a caller to leave a message.

Your MiniMail system is shipped with no mailboxes on. To use the mailboxes, you must first activate them.

MiniMail can provide up to nine (9) voice mailboxes. All of these mailboxes may be used as announcement boxes instead. When callers reach an announcement box, they can hear a message, but they cannot leave one.

If you have configured MiniMail to use a System Greeting, and you activate additional mailboxes later, you'll have to record a new System Greeting to route your callers to these mailboxes. You can also record a new Mailbox Greeting for each mailbox you activate (or you can use the prerecorded one). Similarly, if you activate announcement boxes, you'll usually want to record announcements for them.

To activate a mailbox:

1. Enter the Administrator's Menu.
2. Press 4 to set up a mailbox.
3. Enter the box number you want to set up.
4. Press 1 if you want to set up a voice mailbox; or press 2 to set up an announcement box.
5. Enter the phone system telephone extension used by the individual who will own this mailbox, and press #. (If there is no extension associated with the mailbox, press #.)
6. MiniMail reports which mailbox and extension you've just set up. To exit, press #. To set up another mailbox, repeat Steps 3-5.

TIP: If you make a mistake or want to start over, press # to exit to the previous Menu.

You can also deactivate a mailbox if it's no longer needed. To do so:

1. Enter the Administrator's Menu.
2. Press 4 to set up a mailbox.
3. Enter the box number you want to delete.
4. Press 1.
5. Press # to return to the Administrator's Menu, from where you can choose another Administrator's option, or press # again to exit.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

Recording the System Greeting and Announcements

Before you record a System Greeting, first decide whether you need one.

Typically, the System Greeting tells callers the name of the company they have reached, and then tells them which mailboxes are available to leave a message or to get information.

However, if your installer has configured MiniMail to recognize The "Called Party Identification Codes", or CPIDs sent by your telephone system, when callers dial an extension where nobody answers, MiniMail can forward them to the specific mailbox "owned" by the individual they wish to reach. If your installer has configured MiniMail this way, you may not need a System Greeting, because callers may never need to hear one.

For MiniMail to automatically forward callers into an appropriate individual's mailbox, all of the following must be true:

1. Your phone system must be able to forward extension information ("Called Party Identification Codes") to MiniMail.
2. Your installer must have turned MiniMail's CPID feature on.
3. Your installer must have the specified CPID code for your phone system.

If you are using announcement boxes, or if you are providing mailboxes for individuals who do not have their own extensions, you will need to record a System Greeting.

TIP: MiniMail comes with the following built-in System Greeting:

To leave a message, press pound and then the extension.

In the following System Greeting example, 6 voice mailboxes and 3 announcement boxes are in use, though you can divide your 9 mailboxes in any proportion between voice and announcement boxes.

Hello. You have reached XYZ Consulting's Voice Mail system. To leave a message for Carol, press 1; to leave a message for Dave, press 2; If you want to leave a message for Tom, press 3; for Lisa, press 4. To reach Sales, press 5. For Service, press 6. For our mailing address, press 7. To get directions, press 8. For our office hours, press 9.

The System Greeting scripting chart on the next page shows how the System Greeting above was created. There's room next to it for your own System Greeting. You have two minutes for the System Greeting. However, you should record a System Greeting that's as brief as possible; not only do callers appreciate short messages, but the System Greeting also uses time that would otherwise be available for caller's messages.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

System Greeting Scripting Chart

Step 1. Assign each mailbox, either to an "owner" or department that will receive messages there, or to an announcement subject, such as Directions to your office.

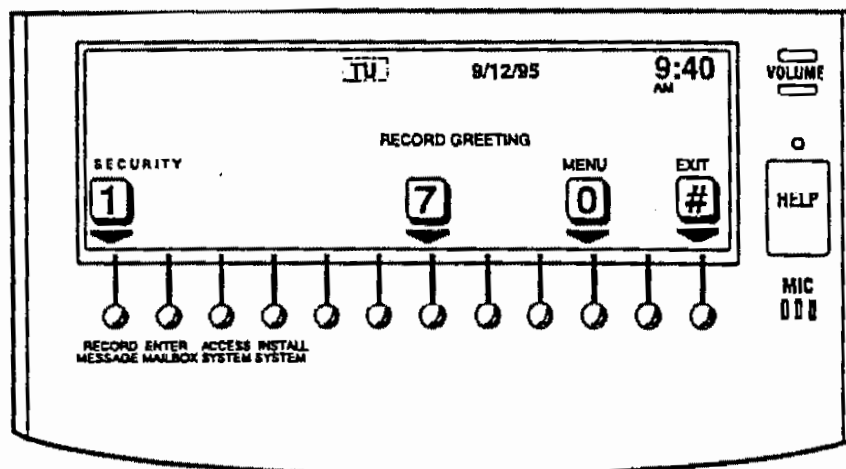
	Sample Chart	Your Chart
Mailbox 1 Owner or Announcement Box:	Carol	_____
Mailbox 2 Owner or Announcement Box:	Dave	_____
Mailbox 3 Owner or Announcement Box:	Tom	_____
Mailbox 4 Owner or Announcement Box:	Lisa	_____
Mailbox 5 Owner or Announcement Box:	Sales	_____
Mailbox 6 Owner or Announcement Box:	Service	_____
Mailbox 7 Owner or Announcement Box:	Mailing Address (Announcement)	_____
Mailbox 8 Owner or Announcement Box:	Directions (Announcement)	_____
Mailbox 9 Owner or Announcement Box:	Office Hours (Announcement)	_____

Step 2: Using the information compiled above, write your System Greeting:

Chapter 1: Setting Up MiniMail (Guide for Administrators)

To record a System Greeting:

1. Enter the Administrator's Menu.



2. Press 5 to change the system greeting.

Figure 4. Recording a Greeting

3. To record a new System Greeting, press 7. (To play the existing greeting, press 1.)
4. Record your greeting at the tone.
5. Press #. To hear your new greeting, press 1.
6. Press # to return to the Administrator's Menu, from where you can choose another Administrator's option, or press # again to exit.

If you activate additional mailboxes, you'll have to record a new System Greeting to route your callers to those mailboxes. You can also record a new Mailbox Greeting for each mailbox you activate (or you can use the prerecorded one). Similarly, if you activate announcements boxes, you'll usually want to record announcements for them.

TIP: Record your message in a quiet area, to avoid picking up unwanted noise. Speak clearly and normally, at 8-10" from the microphone. You can also record the System Greeting from the handset of a remote telephone.

To record the greeting for an individual mailbox, see Chapter 2.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

Setting System Time and Date

MiniMail can time-stamp your messages, so you'll know when they arrived. It can also keep track of your office hours — recognizing when operators are available, or when you're closed for business — and handle calls appropriately. For these features to work properly, however, you must set the correct date and time. (By default, MiniMail's time and date are set to 12:00 AM, 1/1/00.)

First, set the time:

1. Enter the Administrator's Menu.
2. Press 3. MiniMail reports the current time and date.
3. To change the time, press 1.
4. Enter the current hour (a number from 1 to 12) and press #.
5. Enter the current minute (a number from 0 to 59), and press #.
6. Press 1 for AM or 2 for PM.
7. Press 2 to confirm the new time.
8. You are now in the Time & Date Menu. You can change the time again by following steps 4-8 above, or you can set the date next.

After setting the time, set the date:

1. From within the Time & Date Menu, press 2 to change the date.
2. Enter the current month (a number from 1 to 12), and press #.
3. Enter today's date (a number from 1 to 31), and press #.
4. Enter the year, and press #.
5. Press 2 to confirm the new date.
6. You are now in the Time & Date Menu.
7. Press # to exit to the Administrator's Menu.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

Setting Operator Schedules, Working Days, and Weekends

By default, MiniMail assumes that your offices are open Monday through Friday, from 9:00 AM to 5:00 PM. You can input different office hours, so MiniMail knows when it can forward calls to an operator, and when it should forward those calls to the default mailbox.

To tell MiniMail that it can transfer calls to an operator, and to specify when an operator is available:

1. Enter the Administrator's Menu.
2. Press 2 to enter the Operator Transfer Menu.
3. Press 1 to turn on Operator Transfer.
4. If the default times built into MiniMail are acceptable, press # to exit to the Administrator's Menu. Otherwise, continue with the following steps.
5. Press 2 to enter the Operator Transfer start time.
6. Enter the hour your operator starts (a number from 1 to 12) and press #.
7. Enter the minute your operator starts (a number from 0 to 59), and press #.
8. Press 1 for AM or 2 for PM.
9. Press 2 to confirm the new Operator Start Time.
10. If the current Operator Stop Time is acceptable, press # to exit to the Administrator's Menu — you're done! If you wish to change the Operator Stop Time, press 3 instead.
11. Enter the hour your operator leaves (a number from 1 to 12) and press #.
12. Enter the minute your operator leaves (a number from 0 to 59), and press #.
13. Press 1 for AM or 2 for PM.
14. Press 2 to confirm the new Operator Stop Time.
15. Press # to exit to the Administrator's Menu.

To specify the days of the week you are closed:

1. Enter the Administrator's Menu.
2. Press 2, then press 4. MiniMail reports your current non-working days.
3. Enter a new non-working day (Sunday = 1, Monday = 2... Saturday = 7). To clear all non-working days, press 0. Press # to exit.
4. To save new non-working days, press 2.
5. The unit returns to the Operator Transfer Menu.
6. Press # again to exit to the Administrator's Menu.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

Setting the Default Mailbox for Rotary Callers, Time-Outs, and After Hours Callers

A default mailbox allows callers to leave a message even if they do not or cannot choose a mailbox. MiniMail allows you to choose a default mailbox for the following callers:

- Callers with rotary phones who hear the System Greeting but cannot enter touch-tone commands in response
- Callers who hear the System Greeting and do not enter a touch-tone command for 5 seconds, when an operator is unavailable
- Callers who attempt to reach an operator from within MiniMail when no operator is available
- Callers who choose to exit a personal mailbox and leave a message in the default mailbox by pressing 0 when the operator is not available

Your default mailbox may also be assigned to an individual. For example, you can specify that these types of calls be delivered to your voice mailbox. If you don't set a default mailbox, calls are forwarded to Mailbox 1, assuming that Mailbox 1 is turned on. If you don't record a default mailbox greeting, MiniMail uses the following built-in greeting:

No one is available to answer your call.

If you have not activated any mailboxes, callers will not be allowed to leave a message. Rather, they will be disconnected after hearing the default mailbox greeting.

To change the default mailbox, and to record a default mailbox greeting:

1. Enter the Administrator's Menu.
2. Press 8. MiniMail reports the current default mailbox.
3. Press 1 to change it.
4. Enter the new box number (only active boxes can be selected).
5. Press 7 to change the default mailbox greeting.
6. Press 7 to record the greeting. (You can also press 1 to hear the current greeting.)

(continued on the next page.)

Chapter 1: Setting Up MiniMail (Guide for Administrators)

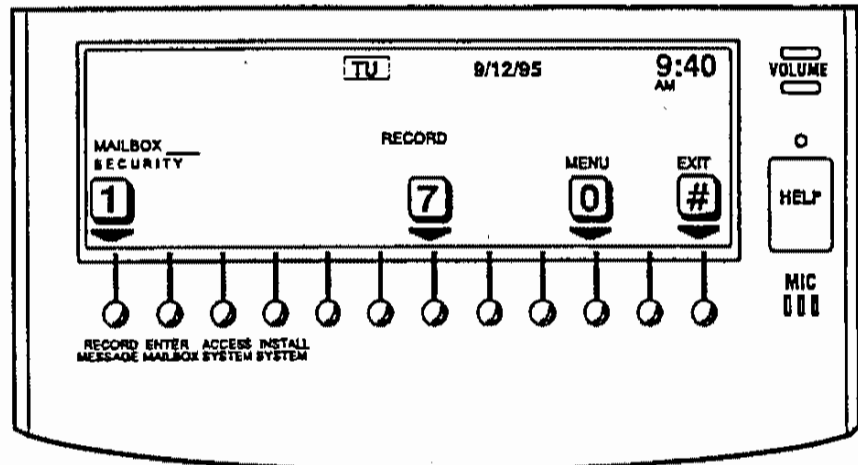


Figure 5. Recording a Greeting

7. At the tone, record the greeting.
8. Press # to stop recording.
9. To hear the message you've just recorded, press 1. To rerecord the message, press 7. To exit to the Administrator's Menu, press # twice.

TIP: Don't forget to record an appropriate message for your default mailbox. If your default mailbox is assigned to an individual, remember to assign it to someone else when the first individual is unavailable (for example, on vacation).

Remember that if a caller is forwarded to the default mailbox, the caller will hear the default mailbox greeting, even if the default mailbox is assigned to an individual whose other calls are answered by a Personal Greeting.

When you change the default mailbox, the existing default mailbox greeting is applied to the new mailbox.

Setting Maximum Message Time

Your MiniMail system has one full hour of storage. You can control the maximum length of each message: 1 minute, 2 minutes, or 3 minutes. The default setting is 1 minute.

To change the maximum length of a message:

1. Enter the Administrator's Menu.
2. Press 6. MiniMail reports the current maximum message length.
3. For 1 minute, press 1; for 2 minutes, press 2; for 3 minutes, press 3.
4. Press # to exit.

Chapter 1: Setting Up MiniMail (Guide for Administrators)

Setting an Administrator's Security Code

As the MiniMail administrator, you can use the administrator's security code to prevent unauthorized personnel from accessing or changing your MiniMail settings. When you first install the system, the administrator's security code is set to 9999, but you should change it. Here's how:

1. Enter the Administrator's Menu.
2. Press 7. MiniMail displays your current security code.
3. To change the security code, press 1, and enter a new 4-digit code.
4. MiniMail reports the new code. To save it, press 2.

TIP: MiniMail provides separate security codes for the administrator, each mailbox owner, and the installer.

Forgetting The Security Code

If you forget your security code, you will have to reset MiniMail to restore the original default security code. (See Resetting MiniMail to Factory Default Settings, page 37.) You should make every effort to avoid doing this because it deletes all the messages and mailboxes in the system.

Reviewing System Usage and Remaining Capacity

Once MiniMail is in use, you may occasionally wish to check your remaining system capacity. For example, if you're running out of storage space for messages, you might want to shorten the maximum message length allowed, as described on page 20. To review system usage and remaining capacity:

1. Enter the Administrator's Menu.
2. Press 1. MiniMail tells you how much time and how many message slots are free. (Total system capacity is 1 hour and 116 message slots.)
3. Press # to return to the Administrator's Menu. Press # again to exit.

What Happens When MiniMail Gets Full?

When less than 10 of MiniMail's 116 message slots are available, or when less than 10 minutes of MiniMail's 60-minute capacity remains available, MiniMail begins prompting users to delete messages whenever they enter their mailboxes.

When MiniMail runs out of slots or has less than one minute of capacity available, it can no longer record new messages. Callers receive the following message: "Memory is full, system is unable to record messages." (If a caller begins recording a message while more than one minute is available, he or she may continue to record until MiniMail has zero seconds available.)

Chapter 2: Using MiniMail (Guide for Mailbox Owners)

Introduction/Overview

Once MiniMail is installed and set up, you can start using your new mailbox. In this chapter, you'll learn how to record personal messages for your mailbox, and how to:

- Establish a security code so others can't hear your messages without authorization
- Leave a message for anyone else with a mailbox
- Instruct MiniMail to phone or page you when an urgent message is left in your mailbox

The Mailbox Owner's Menu

MiniMail allows you to control features for individual mailboxes through its Mailbox Owner's Menu. If you have no messages, MiniMail will automatically open the Mailbox Owner's Menu. You can record your greeting and change your security code.

If you have messages, MiniMail will immediately play them for you. If you wish to enter the Mailbox Owner's Menu again, you can do so at any time. Press # while MiniMail is playing message options, or after you have finished processing your messages.

Entering Your Mailbox

If you happen to be in front of the MiniMail system, you can enter your mailbox by pressing the Enter Mailbox button and then entering your mailbox number. (If you don't know the mailbox number, you can press # followed by your extension.) It's more likely that you'll be at a phone, however.

If you're inside your offices, call MiniMail's extension, then press your mailbox number, and then * followed by your security code. (If you don't know the mailbox number, you can press # followed by your extension.)

If you're outside your offices, there are two ways to enter your mailbox:

1. From outside your offices, call your office, and then dial MiniMail's extension. Next, press your mailbox number, and then * followed by your security code. (If you don't know the mailbox number, you can press # followed by your extension.)
2. Or, you may call your own extension and, when nobody answers, your call will be forwarded to your MiniMail mailbox. If CPID is on, press * during your mailbox greeting. If CPID is off, you will reach the System Greeting, press your mailbox number, and then * followed by your security code. (If you don't know the mailbox number, you can press # followed by your extension.)

The default security code for each mailbox is 0000.

Chapter 2: Using MiniMail (Guide for Mailbox Owners)

Recording Your Own Personal Greeting

By default, when callers reach a mailbox, they hear one of the following greetings:

If the box is in mailbox mode with an extension programmed:

This is extension #XXX.

If the box is in announcement mode, the default greeting is:

No one is available to answer your call.

You may wish to replace either of these messages with your own personal greeting. Here's how:

1. Enter the Mailbox Owner's Menu.
2. Press 3 to change your personal greeting.

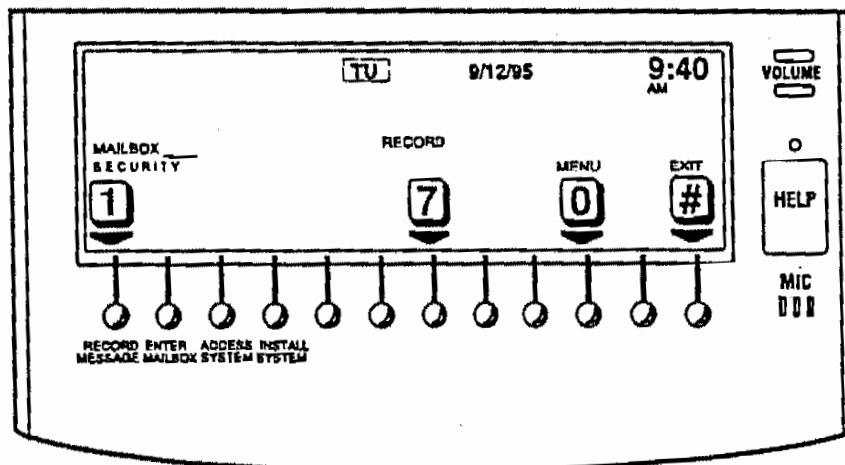


Figure 6. Recording a Greeting

3. Press 7 to record the greeting. (To play the existing greeting, press 1.)
4. At the tone, record your greeting.
5. Press #. To hear your new greeting, press 1.
6. If your new greeting is acceptable, hang up. If not, press 7 to re-record the greeting.

Chapter 2: Using MiniMail (Guide for Mailbox Owners)

To plan your message, you may want to use the following examples:

Mailbox Greeting Example

Hello, this is Amy Jones. I can't get to the phone, but leave your name and number, and I'll get back to you.

Announcement Greeting Example

To reach our showrooms, take the U.S. Highway south for 10 miles... For help, press 0 to reach the operator.

TIP: After your personal mailbox greeting, MiniMail always plays:

Please leave a message after the tone, and then press #.

You don't need to include this in your personal mailbox greeting.

Setting the Time/Day Stamp

MiniMail always records the time and day a message was left. By default, MiniMail always repeats this time and day information whenever you listen to a message. You can turn time/day reporting on and off from within the Mailbox Owner's Menu, as follows:

1. Enter the Mailbox Owner's Menu.
2. Press 4 to turn off the time/day reporting.
3. MiniMail returns you to the Mailbox Owner's Menu, from where you can choose another Mailbox option, or press # again to exit.

If you turn off time/day reporting, you can still ask MiniMail to tell you when a specific message was left, by pressing 8 after you hear the message.

Chapter 2: Using MiniMail (Guide for Mailbox Owners)

Retrieving Your Voice Mail

To retrieve your messages:

1. Enter your mailbox.
2. MiniMail will tell you how many messages you have; for example, "You have 2 new messages and 3 old messages."

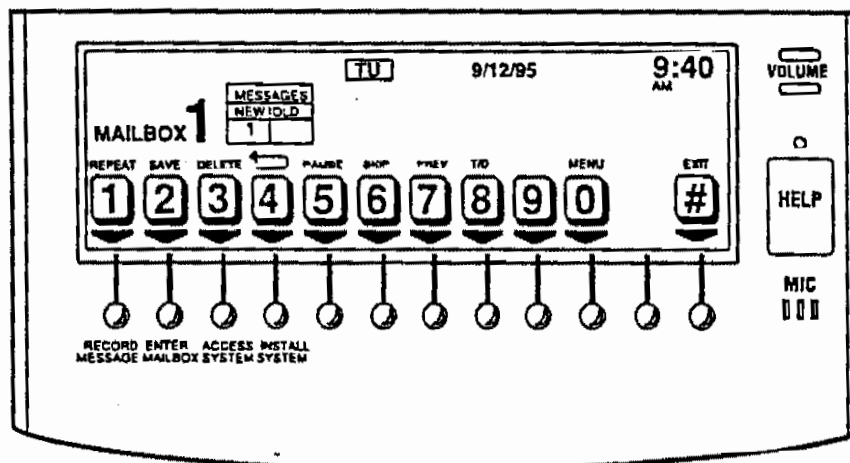


Figure 7. Retrieving Your Messages

3. If you have new or old messages, but not both, MiniMail will begin playing the first message. If you have new and old messages, MiniMail will ask you to choose which messages you wish to hear. Press 4 for new messages, or press 5 for old messages.

Message Options

During or after each message, MiniMail gives you several options for how you wish to handle the message. Each option is described below:

1. Repeating a Message

To repeat a message, press 1. MiniMail plays the message you've just heard again.

2. Saving a Message

To save a message to your mailbox, press 2. This saves the message you've just heard as an "old" message.

3. Deleting a Message

To delete a message, press 3.

Chapter 2: Using MiniMail (Guide for Mailbox Owners)

4. Skipping Back to the First Message

To return to the first message, press 4. MiniMail replays your first message.

5. Pausing a Message

To pause, press 5. This halts playback; to start again, press 5 again.

6. Skipping Forward Among Messages

To skip forward one message, press 6. MiniMail begins playing the next message.

7. Skipping Back Among Messages

To skip back one message, press 7. MiniMail begins playing the previous message.

8. Hearing When a Message Was Left

To tell MiniMail to play the time and day your current message was received, press 8. (If you have several messages, MiniMail plays the time and day of the message you were listening to when you pressed 8.)

9. Forwarding a Message to Another Mailbox

To forward a message to a different mailbox, press 9; then enter the mailbox number you want to forward the message to, or # followed by the extension number. Only active mailboxes may be selected.

10. Going to the Mailbox Owner's Menu

To go to the Mailbox Owner's Menu, press #.

Exiting Your Mailbox

To leave your mailbox, hang up.

Chapter 2: Using MiniMail (Guide for Mailbox Owners)

Receiving Remote Notification When You Have an Urgent Message

If you're at another location, MiniMail can call you to let you know you have a message that has been marked as urgent. This feature is called Remote Notify. By default, Remote Notify is turned off. To use this feature, you must first turn it on and then enter the phone number you want MiniMail to call. Follow these steps:

1. Enter the Mailbox Owner's Menu.
2. Press 2. MiniMail will report whether Remote Notify is turned on, and if so, what number it is set to call.
3. Press 1 to turn Remote Notify on. If this is the first time you've turned Remote Notify on, you will be prompted to enter a phone number. If not, you can press 2 to change the Remote Notify number you've already stored in MiniMail.
4. Enter the number you want MiniMail to call. (If you need to put a pause in the number, press *5.)
5. Press # to return to the Mailbox Owner's Menu, from where you can choose another Mailbox option, or press # again to exit.

TIP: If you plan to use Remote Notify to call a pager, include digits in your string of numbers to reflect the pager's PIN number, if needed. Also, if your paging system supports it, you may wish to add extra digits at the end of the string, such as ****, which can be displayed on your pager, so you will recognize that the call came from MiniMail.

MiniMail's Remote Notify feature can handle numeric strings of up to 22 digits.

TIP: When you input your Remote Notify number, don't include any digits that will already be dialed by the system automatically. For example, if your telephone system requires you to dial 9 for an outside line, your installer should already have instructed MiniMail to always dial 9 when dialing out.

When Remote Notify is turned on, if you receive an urgent message, MiniMail will dial the number you've provided. When you pick up the phone, MiniMail will repeat the following message up to 10 times:

*Urgent message for extension XXX, press *.*

If the mailbox does not have an extension, MiniMail will repeat the following message up to 10 times:

*Urgent message for mailbox X, press *.*

Chapter 2: Using MiniMail (Guide for Mailbox Owners)

When you press *, MiniMail will ask for your mailbox security code. After you enter the correct security code, MiniMail will tell you how many new and old messages you have; if no old messages exist, MiniMail will play the first new message. If old messages do exist, press 4 to hear your new messages first.

How MiniMail Handles Retries

After a caller marks a message as urgent, MiniMail will wait 15 seconds after the caller hangs up and the system returns to idle, and then attempt to call the Remote Notify number. If the line is busy or there is no answer, MiniMail tries again in five minutes. If MiniMail fails to connect after two attempts, it does not try again.

If you have multiple mailboxes with Remote Notify active, it may take MiniMail longer to make the calls, depending on traffic.

Sending a Voice Mail Memo

Instead of writing a memo or sending E-mail, you can quickly and efficiently inform your colleagues by leaving voice mail memos. Simply dial MiniMail's phone number or extension, choose a mailbox, and leave your message there.

Setting or Changing Your Security Code

By default, each mailbox security code is 0000. To change your personal mailbox security code:

1. Enter the Mailbox Owner's Menu.
2. Press 5. MiniMail reports your current security code.
3. To change the code, press 1.
4. MiniMail will prompt you to enter the new 4-digit code. Enter it now.
5. MiniMail will report your new security code. To save it, press 2.
6. Press # to exit.

Forgetting The Security Code

If you forget your security code, the administrator can reset your mailbox by deleting it and then creating it again. (See Creating Mailboxes and Announcement Boxes on page 13.) You should make every effort to avoid doing this because it deletes all the messages in your mailbox.

Chapter 3: Calling into a MiniMail System

MiniMail makes it easy for callers to leave messages or get information. If your installer has configured MiniMail to recognize extension codes ("Called Party Identification Codes," or CPIDs) sent by your telephone system, callers can dial their party's extension and their calls will automatically be forwarded to the correct mailbox. Otherwise, callers will reach the System Greeting you've recorded, which invites them to leave a message in a mailbox of their choice, or hear an announcement of their choice. (To record a System Greeting, and for more detailed information on how MiniMail System Greetings and CPID codes work, please see Recording System Greetings and Announcements, page 14.)

Selecting a Mailbox

To select a mailbox or announcement box, the caller then presses the correct one-digit number on their touch-tone keypad. Callers who have rotary phones or don't choose a number are forwarded to the default mailbox you've chosen — or to an operator, if you've turned on Operator Transfer and the call is made during the hours that an operator is available. (To choose a default mailbox, see Setting the Default Mailbox, page 19.)

Leaving a Message

Once callers reach a mailbox, they hear the personal greeting recorded for that mailbox, and are invited to leave a message after the tone.

If MiniMail is full and can't accept any more messages, a recording will play: "Memory full, system unable to record messages." To avoid this, check MiniMail's remaining system capacity occasionally to make sure space remains for new messages, and regularly delete messages that are no longer needed. (See Reviewing System Usage and Remaining Capacity, page 21.)

If MiniMail isn't full, once a caller leaves a message, he or she can hang up and the message will automatically be saved. Or the caller can press # to stop recording. When a caller presses # after recording a message, MiniMail will play a Menu with a list of options. A caller hears the same Menu if he or she tries to record a message longer than the maximum allowed.

The caller's options are described next.

Play a Message

Callers can replay their current message by pressing 1 after pressing # to end recording.

Save a Message

Callers can save a message they've just left by pressing 2 after pressing # to end recording. MiniMail tells the caller "your message was saved." (Hanging up will also save the message.)

Chapter 3: Calling into a MiniMail System

Save a Message as Urgent

Callers can save a message as urgent by pressing 3 after pressing # to end recording. MiniMail tells the caller "your message was saved as urgent." This option is only available if Remote Notify has been turned on for the mailbox you are leaving a message in. If Remote Notify is turned on, MiniMail can then make a phone call to another number, notifying the mailbox owner that she has just received an urgent message.

Re-record a Message

Callers can delete their current message and record a new one by pressing 4 after recording, or in response to the options Menu.

Delete Messages

Callers can delete a message without recording a new one, by pressing 5 after recording, or in response to the options Menu.

Transfer to an Operator

Callers from outside your offices can transfer to an operator whenever one is available by pressing 0. If Operator Transfer is turned off, or if the call arrives outside the business hours when an operator is available, the call will be forwarded to the default mailbox.

Chapter 4: Installing MiniMail (Guide for Professional Installers)

Introduction/Overview

This section provides professional telephone installers with the information they need to successfully install MiniMail.

MiniMail's installation process consists of inputting a series of settings that control how MiniMail will interface with the customer premises telephone system, and with the public telephone network.

In some cases, you may need to refer to the manual that accompanies your premises telephone system to determine which settings to use. For example, MiniMail can send codes to a key system or PBX indicating that an individual should be sent a message waiting notification, but those codes vary widely among telephone systems.

Unlike the configuration and mailbox features discussed earlier, you can't install MiniMail remotely; you must be at the unit itself.

Physically Connecting MiniMail

Begin by plugging MiniMail into a standard wall outlet and physically connecting it to the phone system using standard telephone wire with RJ-11 connectors. (MiniMail comes with a standard telephone wire.) Note that MiniMail uses the RJ-11's two center connections.

Entering a Security Code to Install MiniMail

IMPORTANT: Before you install MiniMail or change any of its installation settings, you must enter an Installation security code. This code is 8324, which corresponds to TECH on a typical telephone keypad.

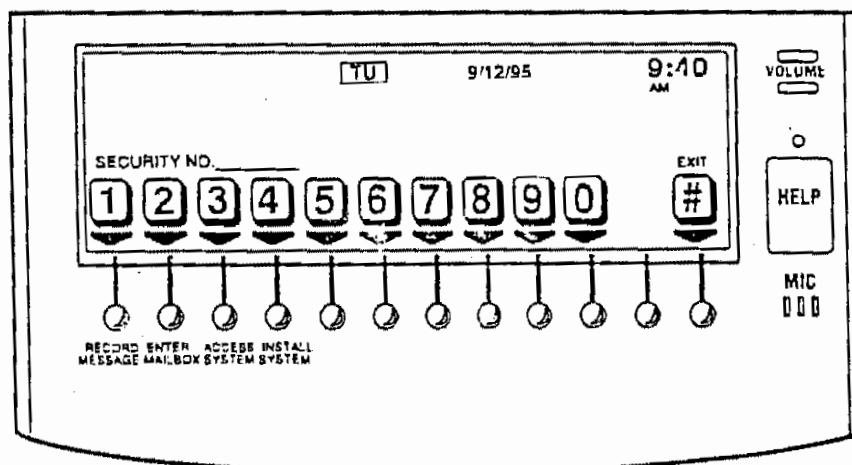


Figure 8. Entering the Installer's Security Code

PUSH THE BUTTONS, NOT THE DISPLAY SCREEN

Chapter 4: Installing MiniMail (Guide for Professional Installers)

Once you enter the Installation security code, MiniMail presents the Installer's Menu.

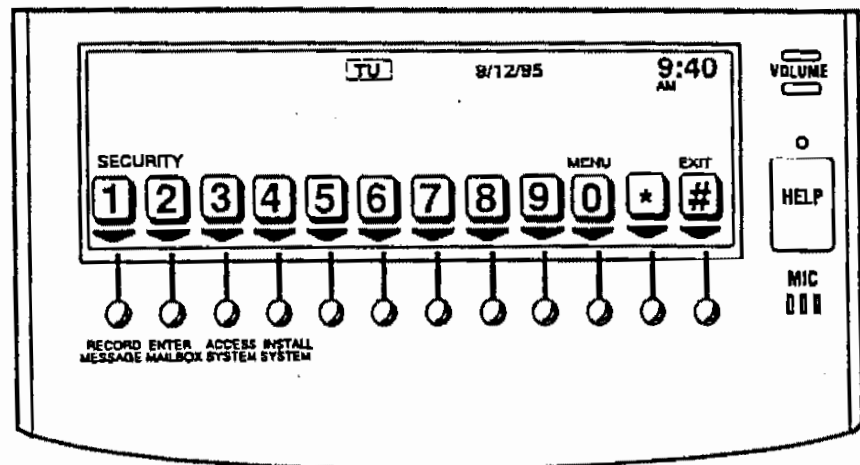


Figure 9. The Installer's Menu

From here, you can perform several essential installation tasks, including:

- Setting Extensions
- Setting the Operator Transfer Code
- Setting and Changing Hook Flash Time
- Setting and Changing Off Hook Pause
- Setting and Changing Dial Pause Time
- Using Called Party Identification Codes
- Using Message Waiting Codes
- Using Dial Prefix Codes
- Resetting MiniMail to the factory default settings.

Chapter 4: Installing MiniMail (Guide for Professional Installers)

Setting Extensions

Before you can assign mailboxes with corresponding extensions, you must tell MiniMail how many digits are used in your phone system's extensions. MiniMail can support extension numbers consisting of 1 to 4 digits; the default setting is 3.

1. Press Install System.
2. Enter the Security Code 8324.
3. Press 1. MiniMail reports the current number of digits it expects to find in an extension.
4. Enter the correct number of digits.
5. Press # to return to the Installation Menu, from where you can choose another installation option, or press # again to exit.

Setting the Operator Transfer Code

The Operator Transfer Code is the code your phone system uses to transfer a call to an operator. See your telephone system's manual for information on whether it can accept Operator Transfer Codes, and if so, what codes to use.

To specify the code MiniMail should send to transfer a call to an operator:

1. Press Install System.
2. Enter the Security Code 8324.
3. Press 2. MiniMail reports the current Operator Transfer code. By default, the code is Hookflash 0.
4. Press 1 to enter a new code.
5. Enter an operator transfer code of up to 22 digits.
6. Press # to return to the Installation Menu, from where you can choose another installation option, or press # again to exit.

Chapter 4: Installing MiniMail (Guide for Professional Installers)

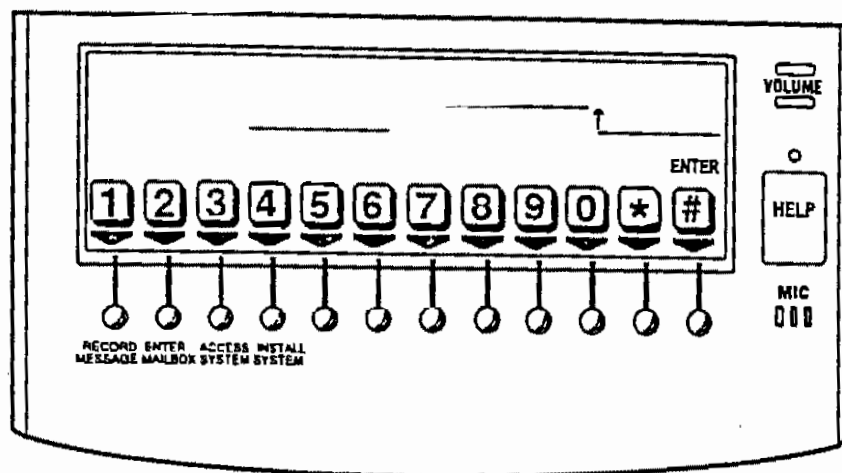


Figure 10. Entering Feature Codes

By default, the Operator Transfer feature is turned off. Entering the code does not turn the feature on. You can turn it on from the Administrator's Menu.

Setting and Changing Hook Flash Time

Hook Flash Time is most commonly used to initiate a call transfer. Different PBXs or key systems require different Hook Flash Time lengths; check your telephone system manual. MiniMail's default setting is 1000 milliseconds, but you may reset hook flash time from 100 to 2500 milliseconds. To set hook flash time:

1. Press Install System.
2. Enter the Security Code 8324.
3. Press 3. MiniMail reports the current hook flash time.
4. Enter a number from 01 to 25 corresponding to the number of hundreds of milliseconds you want.
5. Press # to return to the Installation Menu, from where you can choose another installation option, or press # again to exit.

Setting and Changing Off Hook Pause

Off Hook Pause represents the delay built into MiniMail immediately after the line is taken off-hook to make an outbound call. The default setting is 500 milliseconds.

1. To set delay after off-hook:
2. Press Install System.

Chapter 4: Installing MiniMail (Guide for Professional Installers)

3. Enter the Security Code 8324.
4. Press 4. MiniMail reports the current off-hook pause time.
5. Enter a number from 01 to 25 corresponding to the number of hundreds of milliseconds you want. The maximum delay after off hook is 2500 milliseconds (2.5 seconds).
6. Press # to return to the Installation Menu, from where you can choose another installation option, or press # again to exit.

Setting and Changing Dial Pause Time

Dial Pause Time represents a delay inserted into a dialing sequence, to accommodate a password, pager PIN#, or similar code. The default setting is 1000 milliseconds.

To set dial pause time:

1. Press Install System.
2. Enter the Security Code 8324.
3. Press 5. MiniMail reports the current dial pause time.
4. Enter a number from 01 to 99 corresponding to the number of hundreds of milliseconds you want. The maximum dial pause time is 9900 milliseconds (9.9 seconds).
5. Press # to return to the Installation Menu, from where you can choose another installation option, or press # again to exit.

Using Called Party Identification Code

With Called Party Identification (CPID) Code enabled, if a caller reaches an extension and nobody answers, the extension number can be transferred to MiniMail through in-band signaling, and the caller can connect directly to the appropriate mailbox. If Called Party Identification Codes are not enabled, or are unavailable in the telephone system being used, the extension number is not transferred, and the caller receives MiniMail's System Greeting, which requests that he or she choose a mailbox.

By default, CPID codes are turned off. To use Called Party Identification Codes, you must first turn MiniMail's CPID feature on, and then specify which code it should expect to receive from the attached telephone system. To determine this code, see your telephone system's manual.

To turn CPID on or off:

1. Press Install System.
2. Enter the Security Code 8324.
3. Press 7. MiniMail reports whether CPID is turned on or off.
4. To turn CPID on, press 1. If CPID is on, press 1 to turn it off.
5. Next, enter a CPID code of up to 22 digits. CPID codes must include a placeholder (*1) that tells MiniMail to look next for an extension number.

Chapter 4: Installing MiniMail (Guide for Professional Installers)

6. Press # to save the CPID code; MiniMail reports the new CPID code.
7. Press # to return to the Installation Menu, from where you can choose another installation option, or press # again to exit.

Entering Non-Numeric Codes

As mentioned above, CPID codes and other installation settings may require you to enter codes other than numbers. For example, a placeholder tells MiniMail to interpret the digits the telephone system will provide to it as information such as extension numbers.

The following table shows how to enter these codes:

To enter...	Press...	Then...
*	*	*
#	*	#
Placeholder	*	1
Pause	*	5
Hookflash	*	9

Using Message Waiting Codes

MiniMail can send Message Waiting Codes to a telephone system, which can then forward a message waiting notification to a user's telephone. This message waiting notification may take the form of a special tone, a light, or another form, depending on the phone system. See your telephone system's manual for information on whether it can accept Message Waiting Codes, and if so, what codes to use.

By default, the Message Waiting feature is turned off. To turn it on, and to specify the code MiniMail should send to notify a user that there is a waiting message:

1. Press Install System.
2. Enter the Security Code 8324.
3. Press 8. MiniMail reports whether Message Waiting is currently on or off.
4. If this is the first time you've set a Message Waiting On Code, press 1 to turn Message Waiting on. MiniMail will prompt you for the code. Enter a Message Waiting On code of up to 22 digits. Include a placeholder (*1) within the code to tell MiniMail that the digits which follow are Message Waiting instructions.
5. If you have previously set a code and wish to change it, press 2 to enter the new code. MiniMail will play back the current code. Press 2 to change the code and enter a Message Waiting On code of up to 22 digits.

Chapter 4: Installing MiniMail (Guide for Professional Installers)

6. Press # to exit.
7. Press 3 to enter the Message Waiting Off code.
8. Press 1 to turn the Message Waiting Off Code on.
9. Enter a Message Waiting Off Code of up to 22 digits.
10. Press # to return to the Installation Menu, from where you can choose another installation option, or press # again to exit.

Using Dial Prefix Codes

Dial Prefix Codes are the strings of digits that precede a phone number, typically used to access a specific carrier. The Dial Prefix Code feature is turned off by default. The Dial Prefix feature is used only with Remote Notify, so if you do not plan to use Remote Notify, you do not need to turn on the Dial Prefix Code feature or set a code.

To turn on the dial prefix code and specify a code:

1. Press Install System.
2. Enter the Security Code 8324.
3. Press 9. MiniMail reports whether the Dial Prefix Code feature is turned on.
4. Press 1 to turn on the Dial Prefix Code.
5. Enter the new Dial Prefix Code.
6. Press # to return to the Installation Menu, from where you can choose another installation option, or press # again to exit.

Resetting MiniMail to Factory Default Settings

In some situations, you may wish to clear all MiniMail settings and return MiniMail to its factory settings. You may do so as follows:

1. Press Install System.
2. Enter the Security Code 8324.
3. Press *.
4. Press 1.
5. The unit flashes all icons and then starts counting up to 32. When it is done, it will be in the idle state.

Chapter 4: Installing MiniMail (Guide for Professional Installers)

Mounting MiniMail

If you want to mount MiniMail on the wall, choose a location close to an AC outlet. Ideally, MiniMail should be attached to a telephone wall plate; however, if this is not practical, you can still mount MiniMail on the wall as long as the line cord is within reach of the telephone jack.

1. Pass one end of the line cord through the opening in the bracket.
2. Coil the cord so that it fits within the bracket.
3. Take the other end of the line cord and lay it in the slot in the top of the bracket. (If the cord is too cumbersome to fit in the wall bracket, a small (6") cord can be purchased and used.)
4. Place MiniMail on the wall bracket by aligning the three prongs on the bracket with the three matching slots on MiniMail. Gently squeeze in the two side panels of the wall mount and press down until the wall mount clicks into place.
5. Attach the wall bracket to the telephone outlet's wall plate mounting studs and pull down until it is held securely.
6. Plug the AC adapter into the round AC adapter connector on MiniMail, and into a standard 110 volt power outlet at the other end.

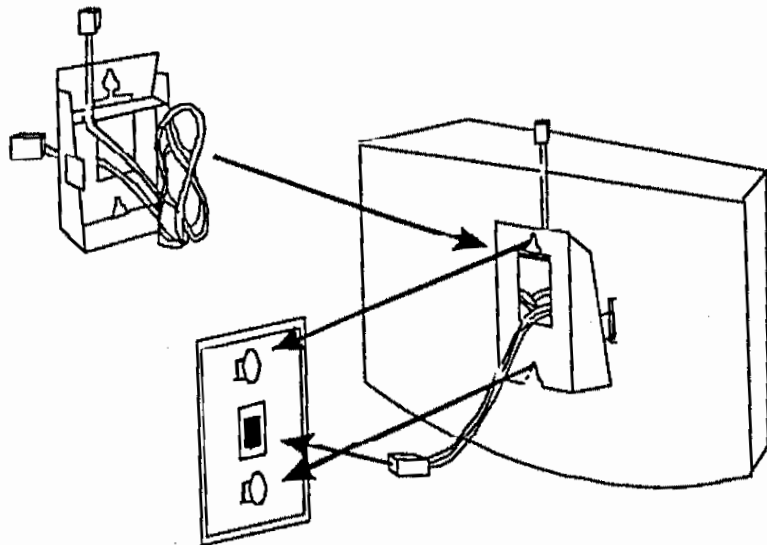


Figure 11. Mounting MiniMail

If you do not have a telephone outlet wall plate, you can still mount MiniMail to the wall using the keyhole slots in the bracket. Use 2 screws, vertically placed, 4" apart, with the heads protruding approximately 3/16" from the wall. Align the bracket keyholes with the screws and pull down to secure.

Additional Information

Troubleshooting

If you're having trouble with your MiniMail system, check this list of symptoms and possible causes first.

Display Screen Remains Blank

- Check all connections on the unit and at the wall outlet.
- Move the power supply to another wall outlet.

No Messages Received

- Check System Greeting to see if your mailbox is offered as an option.
- Make sure your mailbox is activated.
- Check all connections.
- Make sure MiniMail's memory isn't full.

Messages are Incomplete

- Check Maximum Message Time.

Voice Prompting Can't Be Heard

- Use the VOLUME control on the MiniMail unit to increase volume.

Nothing Happens When You Press a Function Button

- MiniMail could be taking a message.

Remote Notify Doesn't Work Properly

- Check the Remote Notify number.
- Make sure the Dial Prefix Code is set correctly.

System Doesn't Respond to Remote Commands

- Check the power to the unit.
- Make certain you're calling from a touch-tone phone.

System Reports "Invalid Input"

- Listen carefully to your Menu options again, and make sure the response you enter matches one of MiniMail's options.

Additional Information

Cannot Enter Administrator's Security Code

If your MiniMail system is using the CPID code to transfer calls directly into the correct mailbox, it may not be possible to reach the System Greeting by dialing MiniMail's extension. Instead, if you have a mailbox, you may be transferred directly to it.

To reach the System Greeting, you can:

1. Dial MiniMail and be transferred to your mailbox greeting.
2. Press * and enter your security code.
3. If you have no messages, you will reach the Mailbox Owner's Menu. (If you have new or old messages, you will be asked to process them.)
4. Press # to reach the System Greeting.
5. Press * and then enter the Administrator's Security Code.

Alternatively, you can:

1. Dial MiniMail and be transferred to your mailbox greeting.
2. Listen to your greeting and leave a short message.
3. Press 5 to delete your message.
4. Press 1 to leave another message. This will transfer you to the System Greeting.
5. Press * and then enter the Administrator's Security Code.

Getting Help

If you need assistance with your MiniMail system, you can call our MiniMail Help Line. Our technicians are trained to help you resolve any difficulties you are experiencing. The Help Line is open weekdays between the hours of 8:30 AM and 8:00 PM, Eastern Time.

The Help Line number is 1-201-934-8500, ext. 1301.

If You Need Service

If your Bogen product ever needs repair, return it to the Bogen Service Department along with a completed copy of the Service Return Form on page 41. For warranty service, you must include your proof of purchase.

When sending your Bogen product, pack it well to avoid damage in transit. Bogen Communications, Inc. is not responsible for damage which occurs during shipping.

Send your Bogen product freight prepaid to: Bogen Factory Service Department, 50 Spring Street, Ramsey, NJ 07446.

Additional Information

In Case of Difficulty

Service Return Form

Date of Return _____

Name _____

Address _____

Daytime Phone Number _____

Date of Purchase _____

Place of Purchase _____

(Attach sales receipt as Proof of Purchase for Warranty Repair.)

Description of Problem _____

Additional Information

Power Requirements/Batteries

MiniMail runs on standard 110 volt wall current. MiniMail uses a power supply with 9 volt A.C. output 780 milliamps.

MiniMail's internal backup battery stores the settings that were input when your system was installed, as well as configuration settings added by the administrator, such as the current time and date and the administrator's security code. It also stores your custom System Greeting, Mailbox Greetings, or messages left by callers.

Battery backup lasts approximately 48 hours after MiniMail is disconnected or AC power fails. At the end of this time, only the installer configurations are retained because they are stored in EEPROM memory. The greetings and messages are lost.

The internal battery is already partially charged when you first install MiniMail. It will take approximately 3 days after you connect it to AC power for the battery to become completely charged. During this period of time we recommend that AC power not be disconnected.

MiniMail's internal battery is not user replaceable or serviceable.

There are no special grounding requirements for MiniMail.

Compatibility with Phone Systems

MiniMail should work properly with key, PBX and Centrex systems that meet the following specifications:

- Analog Station Line
- Ring Frequency Range From 18 to 65 Hz
- Ring Voltage Range From 40 to 150 Vrms
- Sinewave, Trapezoidal or Squarewave Waveform
- Talk Battery From 12 to 48 Vdc

MiniMail works with a wide variety of ring cadences, including dual ring bursts. Centrex systems may require the use of double hook flashes.

For more detailed assistance, contact Bogen Technical Support at 1-201-934-8500, ext. 1301.

Specifications

Size: 8 3/8" x 6 3/4" x 2 1/4"

Weight: 1 3/4 lbs

Operating Temperatures: 0°C to 45°C

Power: Standard U.S. 110 volt, 7 watts

Phone Connection: Standard RJ-11 phone jacks (uses center two pins)

Telephone System Compatibility: See above

Storage: 60 minutes or 116 message slots

Display: LCD

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