



# SVMi-8

## *System Administrator Guide*

**System Administration** functions can be accessed by calling the SVMi-8 from a touch tone phone. These administrative functions allow the system administrator to:

- 1) Edit System Prompts
- 2) Edit (add and remove) subscribers
- 3) Change the operating mode (Day, Night, etc.)

### **ACCESSING DTMF SYSTEM ADMINISTRATION**

To access the DTMF system administration mode:

- 1) Call the SVMi-8 and from the Main Menu press the **[#]** key followed by **3 zeros**. If you are answered by a prompt to enter your password you are in a mailbox and must first press **[\*]** to reach the Main Menu.
- 2) When prompted enter the administration password specified in the System Wide Parameters. You will be presented with the System Administration Menu.

### **1 EDIT SYSTEM PROMPTS**

This allows you to create or edit system prompts.

- Call the SVMi-8, and access the System Administration Menu.
- Press **[1]** to edit system prompts.
- Follow the spoken instructions to edit system prompts.

At the very least you will probably need to create the following:

- Day Greeting = Prompt 1001
- Night Greeting = Prompt 1002

- Holiday Greeting = Prompt 1003
- Emergency (Bad Weather) Greeting = Prompt 1004

Only prompts above prompt # 1000 may be recorded using the DTMF system administration. To record prompts lower than # 1000 (system prompts) you must use the Voice Studio Administration tool.

**NOTE:** When a prompt has been recorded, sometimes there is some ambient noise at the front or back that needs to be trimmed. Press **[4]** and select trim mode. You may now clip small amounts of 'noise' from the front or back of the voice prompt. Repeatedly press **[1]** (or **[2]**) to trim small amounts from the front (or back) until the prompt sounds clean.

## 2 SUBSCRIBER ADMINISTRATION

This allows you to add and delete subscribers.

- Call the SVMi-8, and access the System Administration Menu.
- Press **[2]** for subscriber information.
- Follow the spoken instructions to create or delete subscribers.

## 3 MANUAL MODE SELECTION

This allows you to change the operating mode of the SVMi-8. You may select a specific mode (as long as it has been defined as a mode block) or you may select automatic scheduling. Changes to a specific mode will remain in effect until you manually change it back to automatic scheduling again. You may select a mode for each port in the system.

- Call the SVMi-8, and access the System Administration Menu.
- Press **[3]** to manually set the mode.
- Follow the spoken instructions to change the port number.
- Follow the spoken instructions to change the operating mode, according to the following list of options:

- |             |   |
|-------------|---|
| <b>1</b>    | Day Mode  |
| <b>2</b>    | Night Mode  |
| <b>3</b>    | Holiday Mode  |
| <b>4</b>    | Emergency (bad weather) Mode  |
| <b>5-99</b> | Any additional modes that you may create                              |
| <b>0</b>    | Automatic scheduling - automatically follow the system Schedule table |