

VOICE PRO

VP206, VP408, VP412

Quick Start Guide



VP206

ALL IN ONE VOICE MAIL AND PHONE SYSTEM FOR SMALL OFFICE AND Home OFFICE

1. Remove contents from box.

Check for the following:

- Voice Pro system
- Power supply (wall mounted transformer that plugs into AC outlet)
- Documentation package
- Two double-ended, 7-foot line cords (6 for VP408 and VP412)
- Two 6-inch line cords for VP206 (four for VP408 and VP412)
- One line splitter that plugs into phone jack (2 for VP408 and VP412)
- One extension splitter that allows a 2-line phone to plug into two extensions on the Voice Pro (2 included for VP408 and VP412)
- One double-ended 3.5mm music cord
- One template to wall mount Voice Pro



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Sold by:



2. Powering up the Voice Pro.



- a.) Place the Voice Pro on the desk or (using the wall mount template) mount Voice Pro on the wall.
- b.) Plug power supply into AC outlet. Connect the male connector to the power jack on the rear of the Voice Pro system.
- c.) After connecting the power supply, the red power light should be illuminated, and the green light should flash.

3. Connecting 1-line telephones to the Voice Pro.



The Voice Pro system supports up to 6 telephone extensions.

Single (one) line telephones plug directly into the desired jack on the Voice Pro.

As many as 6 devices may be connected – corded or cordless phones, fax machines or even credit card machines.

4. Connecting 2-line telephones to Voice Pro.



If you are connecting a 2-line telephone to the Voice Pro, proceed as follows:

- a.) If your 2-line telephone has 1 jack on the back of the telephone:
 - Connect a line cord to the rear of the telephone.
 - Connect the other end of the line cord to the splitter.

Use the two 6-inch line cords to connect to the splitter then to the desired extensions of the Voice Pro.

b.) If your 2-line telephone has two jacks on the back of the telephone, connect two line cords from the telephone to the desired extension jacks on the Voice Pro.



Connect both line cords from your phone to the line splitters as shown above. Then, using the four 6-inch cords included, connect them from the splitters to the desired extensions on the Voice Pro.

5 Connecting 4-line telephones to the Voice Pro 408 and Voice Pro 412. (If you have a Voice Pro 206, disregard this step.)



(above) Voice Pro 408



(above) Voice Pro 412

6 Connecting telephone lines to the Voice Pro.

The Voice Pro can support two (VP206) or four (VP408 and VP412) incoming telephone lines.

If you are attaching two incoming telephone lines to your Voice Pro, follow one of the next three illustrations, depending upon the configuration of your telephone jacks.



Continued from
inside spread.



If you have a VP408 or VP412, you can attach up to four incoming lines (twice those shown in these illustrations) to the system.



7. Connecting a music source.



There is a 6-foot cable with 3.5mm headphone jacks at each end for connecting a music source to the Voice Pro.

Connect one end of the cable to the music jack on the Voice Pro and the other end to the music source (radio, CD player, etc.).

8. Programming your Voice Pro.

- 1.) You should have your telephone lines and telephone extensions installed before programming your Voice Pro.
- 2.) From any station, lift the receiver and press the # key. The Automated Voice should be heard, saying, "Welcome to Voice Pro."
- 3.) Enter the 4-digit default password (the default password is 1234), then the # key.
- 4.) Program lines installed (press 2 then # key).
 - a. If one line is installed press 1 then # key.
 - b. If two lines are installed press 1, then, 2 plus # key.
- 5.) Set clock

While still in programming mode, press 19 then # key.

- Enter hour followed by the # key
(Example: 8 or 12).

- Enter two digit minute followed by # key
(Example: 05 or 36).

- Enter 1 for AM or 2 for PM followed by # key.

- 6.) Set date

While still in programming mode, press 20 followed by the # key.

- Enter month followed by # key (one or two digits).

(Examples: Press 3 for March, 11 for November)

- Enter day of the month followed by # key (1-31).

- Enter year followed by # key. (Example: 00 for 2000)

- Enter number for the day of week followed by # key.
(1 for Mon., 2 for Tue., 3 for Wed., 4 for Thur., 5 for Fri., 6 for Sat., 7 for Sun.)

- 7.) Record main greeting (The recording that plays when someone calls, i.e., Auto Attendant.)

While still in programming mode, press 21 followed by the # key. Begin your greeting after the tone.

**Sample Greeting: "Thank you for calling ABC company. If you know your party's extension number you may press it at any time, or press 0 to speak to the Operator, and thanks again for calling!"*

When finished recording, press the # key.

- 8.) To exit programming mode press **. Refer to installation manual for further programming options.