

# Nortel CICS & MICS - CHANGING ANSWER DELAY

(number of rings before voicemail picks up)

1. Feature \*\*266344
2. Password: 266344 (or 266266)
3. "TERMINALS & SETS" will appear on your screen. You will also see some buttons on the right-hand side of the phone that will now have a triangle next to them. These are your navigational buttons while in the programming. The top right button is SHOW, the bottom right button is NEXT, the bottom left button is PREVIOUS and the top left button is HEADING. The buttons on the left will back you up in the menu, whereas the buttons on the right will open a menu and allow you to scroll through the different options.
4. Press "SHOW"
5. Enter the extension number of the person you want to change, then press "SHOW"
6. "NEXT" until you get to "CAPABILITIES", press "SHOW"
7. "NEXT" until you get to "FORWARD NO ANSWER", press "SHOW"
8. "NEXT" only once, you'll see "ANSWER DELAY: \_\_" on the screen. Press "CHANGE" button under the screen, until you find an option that you want.
9. Press "NEXT" once, then RELEASE out of system. It will log you out and save your changes.