

Using Reminder Messages

You can use Reminder Messages to alert you at a selected time, up to 24 hours in advance. At the selected time, the Reminder Message signals you with eight short tones and your display shows the message, even if you are on a call.

The following table shows the 20 default Reminder Messages. If your system administrator changes your Reminder Messages, you can record the new messages in the “New Message” column for reference.

Code	Default Message	New Message	Code	Default Message	New Message
01	Meeting		11	Call Engineering	
02	Staff Meeting		12	Call Marketing	
03	Sales Meeting		13	Call Accounting	
04	Cancel Meeting		14	Cancel DND	
05	Appointment		15	Cancel Call Fwd	
06	Place Call		16	Take Medication	
07	Call Client		17	Make Reservation	
08	Call Customer		18	Review Schedule	
09	Call Home		19	Lunch	
10	Call Corporate		20	Reminder	

To set a Reminder Message:

1. With the handset on-hook, dial **305**. SELECT REMINDER MESSAGE # (01-20) appears.
2. Do one of the following:
 - Enter the two-digit number for the message from the table above.
 - Press ▲ (Up) or ▼ (Down) to scroll through the messages.
3. Press # or the **ACCEPT** menu button (Model 5340 only) to select the message.
4. Enter the time you wish to receive the message in hours and minutes (for example, **0900** or **900** for **9:00**). Then press #. The display shows the Reminder Message state.

If your system is set for 24-hour format, you must enter the applicable time (1400 = 2:00 P.M.).

If your system is set for 12-hour display format, press 1 for A.M. or 2 for P.M.

To cancel all Reminder Message requests:

With the handset on-hook, dial **306**. REMINDER MSGS CANCELED appears.

To clear a received Reminder Message:

With the handset on-hook, press *****.