

# Message Manager – Quick Set Up Guide



## SET UP MESSAGE MANAGER SOFTWARE SO YOU CAN RECORD, DELETE, PLAY, AND TURN MESSAGES ON/OFF

The Message Manager has a simple GUI interface and sound editing software making it easy to cut, copy, paste or edit audio files, change message audio volumes, label messages for easy identification and even turn messages on/off from any desktop.

### Simple Set-By-Step Guide:

To setup the software simply follow this step-by-step guide and you'll be up and running in no time.

#### 1. IP Address and Access Code:

Make sure you have the IP address and access code of each XMU+ or SBX unit(s) at hand. You'll need to enter the codes in step #5.

#### 2. Microphone/Speakers:

Ensure your PC microphone and speakers are operational.

#### 3. Install Software:

Insert the Message Manager CD into the CDROM drive of your PC or Laptop. The software will automatically begin to install. Follow the instructions on the screen (if the installation does not automatically start, follow the instructions on the CD).

#### 4. Password Protection:

Once installed, the opening screen of Message Manager will ask you if you want to use a password to protect the program on your PC. If you decide to use this option, the password you choose should be 5 - 12 alphanumeric characters long. Click 'Next' to continue.

## Message Manager Specifications

**P/N: 14060**

### Configuration

- XMU+ or SBX with a fixed IP address (Note: Message Manager will not work with older XMU systems)

### Software Requirements

- Windows 7, 8, 10

### Hardware Requirements

- LAN connection on the PC
- LAN connection on the XMU+ or SBX2
- Sound card



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## SET UP - CONTINUED

### 5. Add Initial Site Information:

The following window is where you will store the information required to communicate with your XMU+ or SBX unit. Click the 'Add Site' button. Enter a name for the unit you are adding, for example "Head Office XMU." Now enter the IP address and access code for that specific systems, then click "OK".

### 6. Add additional Sites:

If you have more than one XMU+ or SBX, follow the instructions in #5 above to enter information for each of the units. When you have entered all your site information you are ready to communicate with your systems.

### 7. Communicate With Any System:

You can communicate with any XMU+ or SBX in your list by simply clicking the site name to highlight it, then clicking the "Next" button. Message Manager will automatically connect to this unit and display any messages you may have on that system. Once this communication is established you can play messages, delete them, record new ones or turn messages on/off.

### Congratulations:

Message Manager should now be up and running. If you require detailed information on how to use the Message Manager software click the 'Help' button on any screen. It will open the online help menu which covers every aspect of the Message Manager's functionality.

### Questions? Visit [www.interalia.com](http://www.interalia.com) or contact us at:

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