

## INITIALIZE YOUR MAILBOX

### There are 3 steps to initializing your Mailbox:

- Record your Name.
- Record your Greeting.
- Change your Pin.

### **LET'S BEGIN THE TUTORIAL:**

#### **Access the Voice Mail system:**

1. Press the Message Key **OR**
2. Dial the Messaging System at \_\_\_\_\_.

#### **From your Phone, Voice Mail will ask for a Pin.**

- Your Temporary Pin is 1234, then press #.

#### **If accessing VM from someone else's Phone:**

1. Press \* when you hear Voice Mail answer.
2. Enter your ID number (that is your 10 digit phone number), then press #.
3. Enter your temporary Pin: **1234**, then press #.

#### **Now Voice Mail will ask you to record your Name:**

- You will hear a tone.
- Record **ONLY** your name.
- Press # to end.
- Press # to save.

**Next Voice Mail will direct you to Record a Greeting, or to choose to use the standard greeting. If you choose the standard greeting, your message will be "Sorry, [your recorded name] is unavailable. Please leave a message after the tone".**

1. To keep the standard greeting Press # OR
2. Press 1 to record your Standard Greeting.
3. After the tone, speak your greeting.
4. Press # to end recording.
5. Press # to save.

### **Changing Your Pin**

#### **Your new Pin can be 4 to 10 digits long.**

1. Enter your new Pin.
2. Press #.
3. Re-enter your new Pin.
4. Press #.

You should hear "You have finished enrollment". If **not**, the next time you log in you will be walked through initialization again.

## BASIC FEATURES

### **Check your Voice Mail from the Office:**

1. Press the **Messages** key.
2. Enter your Pin, then press #.

### **Check messages from someone else's phone:**

1. Press \* when you hear Voice Mail answer.
2. Enter your ID number (that is your 10 digit phone number), then press #.
3. Enter your Pin, then press #.

### **Check your Voice Mail when you're out of the Office:**

1. Dial your number
2. Press \* when you hear the greeting.
3. Enter your ID number (that is your 10 digit phone number), then press #.
4. Enter your Pin, then press #.

### **Listen to your Messages:**

- Press 1 to Play New Messages.
- Press 2 to Send a Message.
- Press 3 to Review Old Messages.
- Press 4 for Settings.
- Press # to Exit.
- Press 0 for Help.

### **While you are listening to a Message you can:**

- Press 1 to Replay.
- Press 2 to Save.
- Press 3 to **DELETE**.
- Press 4 to Slow Playback.
- Press 5 to Change Volume.
- Press 6 to Speed Playback.
- Press 7 to Rewind (about 3 seconds).
- Press 8 to Pause or Resume.
- Press 9 to Fast Forward (about 3 seconds).
- Press # to Fast Forward to the End.

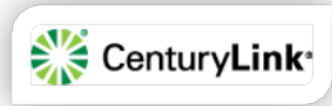
### **After you have listened to a Message you can:**

- Press 1 to Replay.
- Press 2 to Save.
- Press 3 to **DELETE**.
- Press 4 to Reply.
- Press 5 to Forward the Message.
- Press 6 to Save as New.
- Press 7 to Rewind (about 3 seconds).
- Press 9 to play the Time and Date information.
- Press 0 for Help.
- Press # to Mark as New.
- Press \* to Exit.

### **Special Commands you can use:**

- Press \* to cancel or back up.
- Press # to skip or move ahead.

**TIP:** You can use # to bypass someone's greeting



## ADVANCED FEATURES

**Express Messaging (Allows you to leave a message without ringing the phone):**

- Pick up your handset, listening for dial tone.
- Press \* and the Mailbox number.
- Record a message.

**Transfer a caller directly into someone's Voice Mail:**

1. While on an active call, press the TRANSFER softkey on your phone.
2. Press \*, followed by the Extension/Mailbox number.
3. Press the TRANSFER softkey again.

**Reply to a Message (This can only be used on internal Messages).**

1. After listening to the message, press 4.
2. Record your Reply.
3. Press # to end your Recording.
4. Press # to send.

**Forward a Message (This can only be used on internal Messages):**

1. After listening to the message, press 5.
2. Follow the message addressing instructions for how to forward the message to one or multiple recipients.
3. Press # to send the Message as is.

**OR**

4. Press 4 to Record an intro.
5. Then Press # to send.

**Send a Voice Message:**

1. Log on to your Mailbox.
2. Press 2.
3. Follow the message addressing instructions for how to send the message to one or multiple recipients.
4. Press 1 to add another Mailbox or List.
5. Press # to Record the Message.
6. Press # to end the Recording.
7. Press # to send.

**Set up a Private Distribution List:**

1. Press 4 > 2 > 4 > 2.
2. Press the number of the list you want to create (list numbers are 1 to 20).
3. Press 4 to Record the Name of the list.
4. Press 1 to enter Member entries.
5. Enter an Extension/Mailbox number to add to the list, followed by #.
6. Press # to add.
7. Continue adding mailbox numbers until list is complete. After each entry, enter ##.
8. Press \* to finish entering the extensions in the list.

## CHANGE YOUR PERSONAL RECORDINGS OR SETTINGS

**Re-record your Name:**

1. Log on to your Mailbox.
2. Press 4 > 3 > 2.
3. At the tone, record your Name.
4. Press # to end recording.
5. Press # to save.

**Re-record your Standard Greeting:**

1. Log on to your Mailbox.
2. Press 4 > 1 > 1.
3. At the tone, record your new greeting.
4. Press # to end recording.
5. Press # to save.

**Record Alternate Greetings (Example: Vacation or Out of the Office Greeting):**

1. Log on to your Mailbox.
2. Press 4 > 1 > 3.
3. At the tone, record your greeting.
4. Press # to end recording.
5. Press # to save.

**Enable or Disable a Greeting:**

1. Log on to your Mailbox.
2. Press 4 > 1 > 1.
3. After you hear your current greeting, Press 2 to enable or disable you Alternate Greeting.

**Change your Pin:**

1. Log on to your Mailbox.
2. Press 4 > 3 > 1.
3. Enter your new Pin.
4. Press #.
5. Re-enter your new Pin.
6. Press #.

## NOTES

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