

# VOICEMAIL SET UP

To Set Up Your Mailbox for the First Time. *The system will prompt you for all of the settings. Use handset for best recording.*

- >Touch the Message btn, & lift the handset
- >When asked for security code, dial 0000
- >Record name when prompted... press the \* key to end recording. (Playback will occur automatically.)
- >Choose whether to be in the Directory
- >Record your standard personal greeting... press the \* key to end recording.
- >You'll be asked to set a new security code
- >Dial in your personal security code (4 to 10 digits); press the \* key when you're finished.
- >Re-enter your personal security code plus the \* key.
- >If set up was successful, you will be asked to dial a "1". *Do this to save all your settings.*

## Messages

When you have messages, a **red light** will flash on the upper right corner of your phone. Press the **Message** btn and enter security code when prompted. The system always plays your name recording. To listen to new messages, press the softkey under the option you want ie, **NEW, OLD, LVMSG** or **MORE**.

While Listening, You May:

<b>Archive</b>	<b>Redirect</b>
<b>Delete</b>	<b>Next (Skip/Save as New)</b>
<b>Rewind</b>	<b>Fast Forward</b>
<b>Pause</b>	<b>Resume</b>



## To Get Into Your Mailbox

Touch the VMsg softkey, & lift the handset; the system will identify you as the owner. Enter your security code (password).

## To Get Into Your Mailbox from the Outside

Dial your telephone number, you will hear the main greeting. Dial 9 plus your extension number, then your personal security code.

## To Transfer Directly to a person's voicemail

Transfer to the person's extension plus dial a **7** and hang up quickly.

## To Bypass Listening to a Greeting

As soon as the person's greeting starts to play, press the "\*" key and you'll hear the beep prompting you to leave your message.

Dial "1" for Yes; "2" for No whenever the prompt is a "yes or no" question.

## Shortcuts:

**Re-record Greeting** - Vmsg → More → Setup → Greet → Standard → Follow Prompts

**Switch to Alternate Greeting** - Vmsg Vmsg → More → Setup → Greet → Switch → Follow Prompts

**Change Security Code** - Vmsg → More → Pers → Code → Follow Prompts