

## SETTING UP VOICE MAIL

### YOUR MAILBOX NUMBER IS YOUR EXTENSION NUMBER

DO THE FOLLOWING 4 STEPS:

1. RECORD A GREETING—This should be something such as—Hi! This is \_\_\_\_\_  
I am unable to take your call at this time, please leave your name, a brief message & your phone number and I will be glad to return your call as soon as I can. (OPTIONAL; If you need immediate assistance press zero.)
2. RECORD YOUR FULL NAME—Only your name such as\*\*\* John Doe or Jane Smith or Mrs. Smith.\*\*\*
3. CHANGE YOUR SECURITY CODE—(Do this immediately) (1-6 Digits)
4. TURN THE TIME AND DATE STAMP ON

FROM ANY PHONE IN THE BUILDING PROCEED AS FOLLOWS:

Lift Handset & Press \* (STAR) 8.

Press \* (Star) if the system asks for the security code

You will hear enter your mailbox number—enter it & put in the security code either 000 or your new one if you already changed it.

Press G (4) to setup your greeting (listen to the prompts) *(Turn auto attendant on by pressing 6)*

Press R (7) when ready to record—start recording immediately after the tone press # (pound) when done.

Press L (5) to listen to the recording. You must hear auto attendant do not disturb is on—if not press 6 (O) to turn it on.

Press # (pound) to get out of the listening mode.

Press # (pound) again to go to the next step.

Press RN (76) to record your name (first and last name only).

Press R (7) when ready to record (same as above).

Press # (pound) when done.

Press L (5) to listen to the recording.

Press # (pound) to get out of the listening mode.

Press # (pound) again to go to the next step.

Press OP (67) to get to mailbox options menu to change your security code and set the time and date.

Press S (7) to change the security code.

Enter your new code followed by a # (pound) sign.

The system will repeat the code to you.

If it is correct press C (2) for correct—if it is incorrect press I (4) follow voice prompts to reenter it.

Press AT (28) to set the date and time stamp.

Press O (6) to turn it on.

Press # (pound) when done.

*If you have new messages press # here then L (5) to listen.*

If you have no new messages exit the voice mail system by pressing 99 (XX) when done.

Flashing Light or Stutter Dial Tone means you have new messages.

While listening to messages you can do the following:

Press 5 (L) to listen to your messages. This will start with held messages, go to new, then to saved. If you only want new press 16 (1N).

Press 3 (E) to erase the message

Press 72 (SA) to save the message

Press 73 (RE) to reply to a message you received if that person is in the system and has a mailbox.

Follow the voice prompts. You must wait for the message your reply has been sent before you hang up. If the message was sent from out of the building the voice mail system will prompt you how to reply to the mailbox.

Press 63 (MF) to send a copy of a message in your mailbox to up to 10 people, follow the voice prompts. You must wait for the message copies have been sent before you hang up.

Press 2 (B) to back up about 5 seconds

Press 22 (BB) to back up to the beginning of a message

Press 4 (G) to go ahead about 5 seconds while listening to a message

Press \* (STAR) to pause and then to resume while listening to a message.

Press 84 (II) at any time during the message to hear when it was received.

Press 16 (1N) for only new messages, 17 (1S) for only saved messages or 14 (1H) for only held messages.

Greetings (listen to what your recorded in your greeting or change it).

Access your mailbox & enter your security code.

Press 4 (G) to get into the greeting section.

Press 5 (L) to listen to your greeting.

Press 7 (R) to record a new greeting.

Change your Security Code

Access your mailbox & enter your security code.

Press 67 (OP) to get into the mailbox options menu

Press 7 (S) to get to the security code

Enter your new security code followed by the pound sign. Follow the voice prompts.

RECORD AND SEND THE SAME MESSAGE TO 1 OR MORE PERSONS UP TO 10 RS (77)

Access your mailbox. After you enter your security code press 77 (RS). Follow voice prompts. You will hear start recording at the time and Press Pound when done. Then enter the extensions you wish to send it to. If you wish to send it to more than one (up to 10), make sure you enter one extension number at a time. You can mark each one in a different way or not mark any at all. You may mark them as Urgent (\*8) (\*U) Confidential (\*2) (\*C), or Return Receipt requested (\*7) (\*R). After all mailbox numbers are entered, you then Press # (Pound) to send. Listen for the prompt your messages have been sent. When you hear this all of the messages have been delivered.