

Voice Mail Instructions

SET UP VOICE MAIL

LOG ON—used with all voice mail transactions

Get Dial Tone--**DIAL 7000**

*Enter **4 digit ext** followed by **# sign**

Enter **password** (ext number, if not changed) followed by **# sign**

TIP *From your phone, press the **# sign only** ---It's a shortcut!!

MAKE GREETING- (What callers hear)

Log on or while already logged on

FIRST TIME SET UP

Press **82**

Press **1** or **2** or **3**

1=external; 2=internal; 3=temporary -(vacation, etc -see book for instructions)

CHANGE EXISTING GREETING

Press **82**

Press **1** or **2** or **3**

TIP Choose **1-greeting defaults for both internal and external**

Press **5** (RECORDS IMMEDIATELY)

sign--Stop recording

Press **2** (playback)

(If not to your liking **Press 76 to delete** and start back at **Press 5**)

Press **76**(deletes existing greeting)

Press **5**

sign--Stop recording

Press **2**

PERSONAL VERIFICATION- (Attaches your recorded name upon delivery of your message, and, used to verify correct mailbox via EXPRESS MESSAGE*)

Log on or while already logged on

Press **89**

Press **5** (record your first and/or last name, title. Or dept.)

Press **# sign**--stops recording

CHANGE PASSWORD- or can remain ext. number

Note: **Once initial password has been changed-can't use ext number for password.**

Log on or while already logged on

Press **84**

Enter **new Password (4 to 16 digits)** follow by **# sign**—**DO THIS TWICE**

Enter old password followed by **# sign**

***EXPRESS MESSAGE** -leave voice mail message for co-worker without disturbing them or transfer customer to a voice mail box

Dial **7002** will hear "Express message to mailbox?"

Enter ext number - hear "Mailbox-verifies by announcing name or ext"

Leave message after the tone

FEATURES

CALL FROM OUTSIDE OFFICE FOR VOICE MESSAGES-(DIRECT INWARD DIAL EXTENSIONS)

Dial **your direct** phone number

Press **81** (at start of your greeting)

Enter **4 digit ext** followed by **# sign**

Enter **password** followed by **# sign**

PLAY MESSAGES:

Press **2** to **play**

Press **1**--skips back 5 seconds

Press **3**--skips ahead 5 seconds

Press **4** to go **back to the previous message**

Press **6** skips to **next message**

Press **76** to **deletes** message--(Press **76** again to **restore** deleted message)

(Note: Once disconnect from voice mail, messages cannot be restored.)

FORWARD VOICE MAIL MESSAGES

Press **73**

Enter extension to be forwarded to

Note: may attach recorded message to the forwarded message

Press **5**, **record the message**, press the **# sign**

Press **79** to send

COMPOSE A MESSAGE—for DISTRIBUTION LISTS or MULTIPLE EXTENSIONS

Press **75**

Enter list number(s) or extension(s) –follow each with **# sign**

Press **# sign once more after completion of all entries**

Press **5** to **record message** and **# sign** to end recording

Press **79** to send

DISTRIBUTION LISTS

Create Distribution List (up to 9 list with 99 entries each)

Press **85**

Enter a **list number (1 to 9)**--press **# sign**

Press **5**,**-enter mailbox numbers --end each one with a # sign**

Note: To cancel a number entered, press 0#

Press **# sign once more after completion of new list**

Press 4 to return to your mailbox messages or hang up

To PLAY, EDIT, OR DELETE a personal distribution list

Press **85**

Enter **list number**, press **# sign**

Note: Press * (star) for a summary of lists

a. Press **2 to play** content of list

b. Press **76 to delete** entire list (You can restore list by pressing 76 immediately after deleting it)

c. Press **6 to search** for a specific number. Enter the number followed by the **# sign**. Press 5 to add it or press 76 to delete it.

Press 4 to return to your mailbox messages or hang up