Voice Mail (Hard Drive-Based) Quick Reference

--- MAIN MENU ---

Listen to Messages

1

After Listening to Messages …

[1] Replay
[2] Save
[3+#] Delete
[4] Forward
[5] Replay
[8] Date & Time

Send a Message

ABC 2

Record Message
When finished, press any key.

[1] Message OK
[2] Listen
[3] Cancel
[4] Append
[5] Re-Record

Enter Mailbox Number
-or-

SEND OPTIONS

[***] Spell Name
[***5] System List
[#] Go Back

[1] Private
[2] Urgent
[3] Cancel
[4] Confirm Delivery
[#] Send Message

Extended Options

MNO 6

See Auto Attendant

[1] Greeting
[2] Password
[3] Name
[5] Locator
[8] Other

[1] Standard
[2] Temporary
[8] Other

[1] Internal
[2] Busy

Personal Options

TUV 8

Transfer to Mbx or Ext

OPER 0

[1] Notification Settings
[3] Distribution List

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The following procedure will assist first-time users:

1. Obtain System Administrator information:
   » Voice mail system access number
   » Your mailbox number
   » Your temporary password

2. Dial voice mail system access number.

3. Once connected, press  and enter your mailbox number.

4. After prompt, enter temporary password and press #.

5. Press  to access Personal Options.

6. Press  for Edit Password menu.

7. After prompt, enter new password; press # twice.

8. Press  for Edit Name menu.

9. Press  to record your name; press # when finished.

10. Press  for Record Greeting menu.


12. Press  to record your greeting; press # to end recording.