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Voice Mail

Access Voice Mail

From Inside	
Press the Messages button (or dial *17) Enter Ext number and # Enter Password and #	

Initial mailbox setup

First **time** **mailbox** **setup**	Enter NEW password and # Re-enter NEW password and # Press 1 and speak your name. Press 1 when you're finished Approve by pressing #

Activity Menu

1
Record
Messages
	To Record Messages, press 1
	    After the tone, record your message
	    Press # to approve
	    Enter extension(s) and # (repeat for multiple people) or *5 to use lists
	    Finish addressing press #

2
Get
Messages
	To Get Messages, press 2
	    Header plays.
	    To listen, press 0
	        To start listening at the beginning, press 0
	        To respond to or forward, press 1
	           To reply to sender, press 1 (if sent from mailbox)
	           To forward with comment, press 2
	        To skip to the next header, press #
	        To listen to the header, press 2 3
	        To skip to the next category, press *#
	        To replay the last few seconds, press 5
	        To advance a few seconds, press 6
	        To advance to the end of the message, press *6
	    To delete, press *3
	    To skip press #

3
Administer
Personal
Greetings
	To Administer Personal Greetings, press **3**
	    To listen to a greeting, press 0
	    To create, change or delete a greeting, press **1**
	        Enter greeting number (use **1**)
	        Record at the tone
	           21 to re-record if you make a mistake
	        Press **#** to approve
	        To use this for all calls press **1**

To scan all your greetings, press 2
To activate a greeting, press 3
To activate a greeting, enter the greeting number.

Accessing Voicemail (cont.)

5
Customize
Mailbox
	Customize Mailbox
	    Mailing Lists Press 1
	    Change Password Press 4
	    Record Name, Press 5
	    Message addressing, press 6
	    Call Answer Options, press 7

7
Scan
Messages
	Scan Messages
	    Scan headers and messages, press 1
	    Scan headers only, press 2
	    Scan messages only, press 3