

Things to do when you FIRST access your mailbox...

1. Log in

- ☎ Press the **Voice Mail button** or dial ***17** and listen for the voice prompt. When prompted for a **PASSWORD** press the # sign

2. Personalize your mailbox with your name

- ☎ Press **1** to begin recording
- ☎ Speak your first and last name
- ☎ Press **1** to end the recording
- ☎ Press # to approve

3. Personalize your password

- ☎ When prompted, enter a **password of 4 to 15 digits**, followed by the # sign
- ☎ Avoid the obvious passwords: 1234, 5555, or your extension number.
- ☎ Re-enter your personal password followed by the # sign for confirmation.

4. Create and activate your personal greeting

- ☎ Press **3** at the Activity Menu
- ☎ Press **1** to create a greeting
- ☎ Press **1** for the greeting number
- ☎ Record your greeting at the tone
- ☎ Press **1** to end your recording
 - Press **23** to playback or
 - Press ***3** to delete and re-record or
 - Press # to approve
- ☎ Press **1** to activate this greeting for all calls

Things to do when you access your mailbox in the future...

1. Log in by pressing the **Voice Mail button** or dialing ***17**
2. Press the # key if you are at your phone, if not, enter your extension and the # sign.
3. Enter your personal password, followed by the # sign
4. Activity Menu: **1 to record messages, 2 to listen to messages, 3 to administer your personal greeting.**

HELPFUL HINTS

Press 1 to bypass someone's personal greeting.
Press *t (8) to transfer to another extension in your system.
Press *t, the *a (2) to transfer using the name directory.
Press 5 at the Activity Menu to re-record your name or change your password
After leaving a message, you may log into voice mail by pressing *7.

BASIC COMMANDS

- *4 Help
- *7 Return to Activity Menu
- *3 Delete
- **8 Undelete (only immediately after you delete a message)
- *9 Wait

PLAY-BACK CONTROLS

To improve the quality of the message you are retrieving, use the dial pad:

- 2 Rewind to beginning
- 3 Pause/Play
- 4 Louder
- 5 Back-up (6 second increments)
- 6 Advance (6 second increments)
- 7 Softer
- 8 Slower
- 9 Faster
- 0 Listen
- # Skip

To have a message delivered as a private or priority message:

After recording your message, approve it with the # key, 1 for private, 2 for priority, then # to send (#1# or #2#).