



Panasonic Voicemail User

Accessing Your Voice Mailbox

To Access Your Mailbox from Your Own Phone:

1. When Your Message Waiting Light is Lit

- Press the **MESSAGE** key on your phone.
- Enter your **Password**, when prompted.

2. When Your Message Waiting Light is NOT Lit

- Press the **VOICEMAIL** key (or dial the Voicemail Extension Number **100**) on your phone.
- Enter your **Password**, when prompted.

To Access Your Mailbox from another phone on the phone system, or if you have a mailbox only:

- Press the **VOICEMAIL** key (or dial the Voicemail Ext. No.) on any phone.
- When the Voicemail system answers, dial **# 6 *** and your **mailbox number**.
- Enter your **Password**, when prompted.

To Access Your Mailbox from Outside of the Office:

- Dial the main company phone number _____ or dial the Voicemail Backdoor phone number _____.
- When you hear the company greeting, dial **# 6 *** and your **mailbox number**.
- Enter your **Password**, when prompted.

Setting Up Your Voice Mailbox for the First Time

When you log into your mailbox for the very first time, you will be prompted by a tutorial. During the tutorial there are three things you will need to do:

1. Record a Personal Greeting(s)

- Access your voice mailbox. (Press your **Voicemail Key**)
- Press **3** for the Mailbox Management Menu.
- Press **1** to record a Personal Greeting.
- Press **1** to record the No Answer Greeting.
Note: If you choose to you can also select press 2 (Busy Greeting) press 3 (After Hours Greeting) and press 5 for a (temporary greeting)
Press **1** when finished recording.
- Press **2** to accept the Recording.
- If necessary, follow the prompts.

Helpful Tips:

To transfer a call directly to a voice mailbox:

- Press the **VM TRF** (Voicemail Transfer) key and the mailbox number.
- Release the call by hanging-up.

**Your mailbox number is usually the same as your extension number.*

2. Create a Private Password

- Access your voice mailbox. (Press your **Voicemail Key**)
- Press **3** for the Mailbox Management Menu
- Press **2** to create a password.
- Press **1** to set a Password and follow the prompts.
- Press **2** to accept the password.

3. Record Your Name to Identify Your Mailbox

- Access your voice mailbox. (Voicemail Key)
- Press **3** for the Mailbox Management Menu.
- Press **3** to record the owner's name.
- Press **1** to start recording.
- Press **1** to end recording.
- Press **2** to accept recording

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Press the **Voicemail Key** OR
Dial the **Voicemail Access Number**

Enter Your **Passcode**

Main Menu Options

Press **1** to Receive Messages
Press **2** to Deliver Messages to Other Subscribers
Press **3** for Mailbox Management
Press ***** to Exit the System

Press **4** Automated Attendant Status*
Press **5** for Message Notification
Press **6** for Other Features*

**Note: Press 4 option
from Main does NOT
apply.*

1 - Receive Messages

Press **1** to Re-Play Message
Press **11** to Play Previous Message
Press **2** to Pause/Restart Message
Press **3** to Erase Message
Press **4** to Reply to a Message
Press **5** to Rewind
Press **6** to Fast Forward
Press **7** to Transfer a Message
Press **8** to Turn Volume Up

2 - Message Delivery

Enter **Mailbox No.** of intended recipient
Press **2** to Accept the mailbox number
-You can add up to 20 mailboxes
Press **1** to Record a Message
Press **1** to End the Recording
Press **2** to Accept the Recording
Press **1** for Delivery Time/Private Status

1 - Delivery Time/Private Status

Press **1** to Specify the Delivery Time
Enter **Time** and press **#**
Press **1** for AM or press **2** for PM
Enter the **Date** (day & month) and press **#**
Press **2** to Accept
Press **1** to Set Message Private

3 - Mailbox Management

Press **1** to Record Personal Greetings
Press **2** to set or change Password
Press **3** to Record Owners name
Press **4** to set Group Distribution list
Press **5** to Record Caller Name/Number
Press **6** to Set Remote Call Forward
Press **8** to set Personal Custom Service

5 - Message Notification

Press **1** to for Message Waiting Lamp
Press **2** for Device Status
Press **3** to Assign Telephone Numbers

6 - Other Features

Press **1** to Set Interview Mailbox
Press **2** to set External Message Delivery Message
Press **3** to for Remote Call Forwarding Set
Press **4** to Set Timed Reminder

Helpful Tips:

Press ***** at any time to exit a menu.

Press **0** at any time for the Help Menu.

Press **#9** at any time to exit the voicemail system.