

Press the **Voicemail Key** or
Dial **2501** from your phone

Enter Your **Passcode + #**

PLEASE NOTE: The first time you set up your mailbox your password will be your extension number (located in the upper left hand corner of your telephone) It will then ask you to change your password. If you do Not want to use a password press the # key and that will Now be your password.

Main Menu Options

Press **1** to Listen to New Messages
Press **2** to Record a New Message
Press **3** to Listen to Saved Messages

Press **4** to Change Personal Options
Press **5** for Message Options
Press ***** to Exit the System

1 - New Messages

While Message is Playing
Press **1** to Rewind Message
Press **2** to Pause Message
Press **3** to Fast Forward Message
Press **4** to Lower Volume
Press **5** to Play Message Envelope
Press **6** to Raise Volume
Press **7** to Save Message
Press **9** to Erase Message
Press **#** to Skip to end of Message

After Message has Played
Press **1** to Replay Message
Press **2** to Reply to Message
Press **3** to Forward a Message
Press **4** to Go to Previous Message
Press **5** to Play Message Envelope
Press **6** to Go to Next Message
Press **7** to Save Message
Press **9** to Erase Message
Press **#** to Skip to end of Message

2 – Record a New Message

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

3 – Saved Messages

While Message is Playing
Press **1** to Rewind Message
Press **2** to Pause Message
Press **3** to Fast Forward Message
Press **4** to Lower Volume
Press **5** to Play Message Envelope
Press **6** to Raise Volume
Press **7** to Save Message
Press **8** to Erase Message
Press **#** to Skip to end of Message

After Message has Played
Press **1** to Replay Message
Press **2** to Reply to Message
Press **3** to Forward a Message
Press **4** to Go to Previous Message
Press **5** to Play Message Envelope
Press **6** to Go to Next Message
Press **7** to Save Message
Press **9** to Erase Message
Press **#** to Skip to end of Message

4 – Change Personal Options

Press **1** to Change your personal greeting
Press **2** to Change your name
Press **3** to Change your passcode
Press **4** to Change your message envelope
Press **9** for More options

5 – Message Options

Press **1** to Cancel unheard sent messages
Press **2** to recover deleted messages

Helpful Tips:
Press ***** at any time to exit a menu
Press **0** at any time to repeat menu