

# Panasonic Simplified Voicemail (SVM) User Guide

## To Record a personal Mailbox Greeting

1. Press **Intercom**
2. Dial **\*381** and record your message
3. Press the **Auto Dial/Store** key to save.

The message will play back and then you will hear beeps. At this time you can press 1 to record again, 2 to replay or 0 to delete.

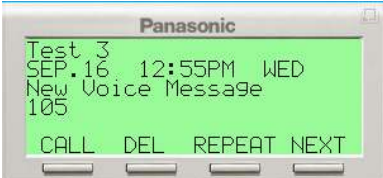
- To listen to your message at any time dial **\*382**

## To Listen to your personal Mailbox Messages



1. Press **Intercom**
2. Dial **\*383** or the **Message** button to listen to your messages

*Your screen will show some information and will start playing the first message*



## While listening to your messages you will be able to perform the following functions:

- Press **1** to playback message from the start without confirmation tone
- Press **2** to go to the next voice message
- Press **3** and enter **1** to clear the voice message.
- Press **4** to call back the caller (external & internal)
- Press **5** to go back to the previous voice message
- Press **#6** and enter the **Extension Number** to leave a voice message directly to another extension
- Press **#8** to playback your greeting message and recorded voice message
- Press **#9** to end the call
- Press **#\*** to playback the voice message from the beginning with confirmation tone

*When you delete a message you will get the following confirmation*

