

Press the **Voicemail** Key or
Dial **6000** from your phone or ***8**

Enter Your Passcode

Main Menu Options

Press **6** to Make a New Message
Press **7** to Listen to a New Message

Press **8** for User Options

Press **9** to Send & Exit
Press **0** Transfer to Operator
Press **#** for Auto Attendant

6 – Make a New Message

Select Destination
Enter **Mailbox No.** of intended recipient
Press **9** for Personnel Directory
Send Menu
Press **7** to Review
Press **3** to Discard Message
Press **2** to Append Message
Press **6** for Message Addressing
Press **9** to Send & Return

Addressing Options

Press **2** Confidential Set/Cancel
Press **7** Receipt Set/Cancel
Press **8** Urgent Set/Cancel
Press **9** to go Back

7 - New Messages

While Message is Playing
Press **1** to Pause Message
Press **2** to Answer Message
Press **3** to Discard Message
Press **4** to Give or Forward Message
Press **5** to Keep Message
Press **6** to Play Envelope
Press **7** to Play Again
Press **8** to Listen to Next Message
Press **#** to Fast Forward Message
Press ***** to Rewind Message
Press **#** to Skip to end of Message

8 – User Options

Press **2** Additional Options
Press **3** Memo
Press **4** Greeting
Press **5** Distribution Lists
Press **6** Name
Press **7** Passcode
Press **8** Temporary Greeting

2 - Additional Options Menu

Press **1** Message Notification
Press **2** Personal Contacts
Press **3** Forward to Email

Voicemail Set-Up

Accessing Your Mailbox

All of your voice messages will reside in your personal mailbox, which is passcode protected. Your temporary passcode will be 1111 to use the first time you access your mailbox. How you log into your mailbox will depend on whether you're calling from inside or outside your company.

From Your Own Extension

- Press *8
- Enter your passcode when prompted.

From Another Extension

- Press *8
- Enter your mailbox number followed by the * key.
- Enter your passcode when prompted.

Note: You may need to use this procedure to access a general mailbox when the lamp is inactive.

Setting Up Your Mailbox

When you access your mailbox for the first time, a user tutorial automatically activates. This tutorial guides you through your first mailbox session, explains how to record a greeting and your name, and prompts you to change your temporary passcode.

Passcode

- You will always be prompted for your passcode before accessing your mailbox. The first time you access your mailbox, you will use the temporary passcode 1111. During the tutorial, you will be prompted to change your passcode to a number containing 4 to 10 digits. Define a passcode that you can easily remember, but do not select an obvious code like "1234".

Greeting

- After opening your mailbox, you will be asked to record a greeting that callers will hear when they are directed to your mailbox.
- e.g. "You have reached the mailbox of Steve Smith, I'm unable to take your call, please leave me a message with your contact details and I will return your call when I am available."

Name

- You will be prompted to record your name
- The system will use this name to identify you to callers in your own voice.

Playing Messages

When you access your mailbox to retrieve your messages, the system tells you how many messages you have ("You have 2 urgent messages and 2 un-played messages."). After accessing the Voice Mail menu, press 7 to listen to your messages. Your urgent messages will automatically be played first. Then, your un-played messages will be played.