

## **Infostar Vx Voice Mail System Orientation**

TO SET UP YOUR MAILBOX INITIALLY:

1. Enter your mailbox with the temporary access code \_\_\_\_\_ then, think of and enter a new access code. (4 digits)
2. Record your name or name (System prompts for Name,) After recording your name, stay on the line, the system will take you to the main menu.
3. Record your personal mailbox greeting.  
( Press 3 on the main menu, follow prompts to record mailbox greeting.)

### **TO ACCESS THE VOICE MAIL SYSTEM FROM YOUR TELEPHONE:**

Press VMS key, dial access code to enter your mailbox.

### **ACCESS YOUR VOICE MAIL BOX FROM AN EXTENSION OTHER THAN YOUR OWN:**

Lift handset, press 436, # and your mailbox no. Enter your access code at the prompt.

### **TO ACCESS VOICE MAIL SYSTEM FROM OUTSIDE THE OFFICE:**

Dial the main number, when you hear the voice mail main greeting, press #, your ext. number, and access code. (Mailbox and extension numbers are the same)

### **TRANSFER A CALL DIRECTLY TO A TELEPHONE USER'S MAILBOX WITHOUT RINGING THEIR EXT. -** press TR/Con 77 plus user's extension number.

**TRANSFER A USER TO THE VOICE MAIL SYSTEM -** press TR/Con 436 and hang up.

### **CALL FORWARD ALL CALLS TO V MAIL -**

DAY MODE	ACTIVATE 7*3	DEACTIVATE 7**
NIGHT MODE	ACTIVATE 7*5	DEACTIVATE 7*9

**Short cut to leave a message** from for a voice mail user from any extension :

Press 436 , when you hear the voice mail main greeting , press \* , dial the persons mailbox number , (you may press # at this point to skip their greeting) , record at the tone.

\*Note - the VMS key will light when there are messages in the mailbox.

When you erase or save the messages, the light will go out.

When finished with your mailbox, press \* a few times until exit.