

## Voice Mail Quick Start

In addition to the shortcuts below, don't forget to look at your display and choose from the options using the interactive soft keys located below the display.

- **To set up your mailbox.** Access your mailbox . Press G ( 4) for greeting or choose greeting from the display menu. Choose greeting 1. Then follow the prompts to record your greeting.
- **To record your name** in your mailbox ( recommended!) : access your mailbox , press RN (76) fro Record Name , and follow the prompts to record your name.
- **To set a password for your mail box** : access your mailbox, Press OP ( 67) for options and follow the prompt to create a password.

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- **To Call your voice mail from your telephone :**  
Press **V Mail** or – VM Soft Key or-  
Press Intercom and dial 700 and follow the prompts.
  - **To call your Voice mail from an outside telephone number:**  
Call the company's main number , when answered by the Voice Mail Auto Attendant system press # and dial you extension number ( there is no prompt for this action) The system will prompt for your access code.  
**If your call is answered by a member of the staff**, ask to be transferred to the v mail system ( staff person presses **V Mail** and hangs up ) . When you hear the main voice mail greeting , press # and dial your extension number , then follow the prompts.
  - **To transfer another mailbox user to the voice mail system** , so that they may check their messages from an outside location- while connected to the caller , press **V Mail** and hang up .
  - **To Transfer a caller directly to a persons voice mail box** , while connected to the call , press **TRANSFER** key , then press **V MAIL** key , then dial the persons extension , and hang up .

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- To Reach the Vm Main menu press **0** ( Zero)
  - To Listen to messages Press **L** ( 5)
  - To record and send a message press **RS** ( 77)
  - To Erase a message press **E** (3)
  - For Message Forward , Press **MF** (63)
  - Time and Date Stamp Press **TI** (84)
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