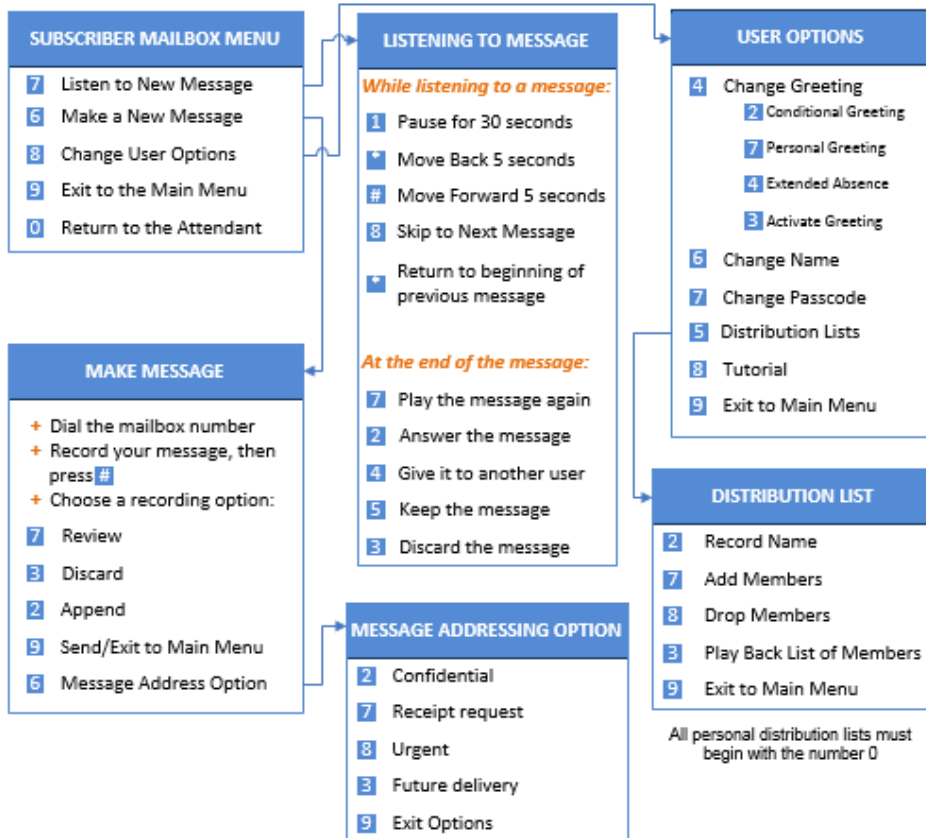


## VoiceMail Flowchart



You can undelete a message by pressing \* immediately after deleting the message. You will be unable to recover the deleted message after you disconnect the call

### SETTING UP YOUR MAILBOX

- + Press the voicemail key
- + Enter temporary passcode 30119999

The voicemail system tutorial will walk you through setting up your mailbox, i.e.:

- + Change passcode
- + Record personal greeting
- + Record name

### ACCESSING YOUR MAILBOX

*When the message waiting light is on*

- + Lift the handset or press
- + Press the voicemail key
- + Enter passcode

*When the message waiting light is off*

- + Lift the handset or press
- + Press the voicemail key
- + Enter passcode

*Outside of office*

- + Dial your direct line or main number
- + When voicemail answers, press \*
- + Enter passcode

*From another desk*

- + Lift the handset or press
- + Press the voicemail key
- + Press \* when prompted for a passcode
- + Enter mailbox number then press #
- + When greeting starts, press \*
- + Enter passcode

### RECORD PERSONAL GREETING

- + Access your mailbox
- + Press 8 for User Options
- + Press 4 to change your greeting
- + Press 7 to record your greeting
- + Record your greeting then press #
- + Press 9 to save your greeting

When you hear "Greeting Saved" your active greeting is confirmed.

### WHILE LISTENING TO A MESSAGE

- + Press 1 to pause for 30 seconds
- + Press \* to move back 5 seconds
- + Press # to move forward 5 seconds
- + Press 8 to skip to the next message

### FORWARD A COPY OF A MESSAGE TO ANOTHER MAILBOX

*After listening to a message*

- + Press 4 to give the message
- + Enter mailbox number to give the message to
- + Press # to record a greeting that will be sent with the message
- + Press 9 to send the recording and exit to the main menu.

### SAMPLE GREETING

Hello, you have reached the voice mailbox for \_\_\_\_\_. I'm not available to take your call, please leave your name, number and a brief message. I'll return your call as soon as possible.

### SHORTCUTS

*While listening to a message*

- \* - Rewinds in 5 sec increments
- # - Fast forward in 5 sec increments
- 1 - Pause
- 7 - Resume
- 8# - Skip to the next message
- 8\* - Skip back to the previous message
- 84 - Replay the time stamp
- 1 - Skips personal greeting to begin recording immediately
- 9 - Send the recording