VOICE MAIL USER INSTRUCTIONS

To record your personal greeting:

Press the **Message** key and listen for instructions.
While recording, if an error is made, press #, and after
the beep you may begin rerecording your greeting.

IMPORTANT!! After stating your personal greeting,
wait until the automated voice says **"OK, Great"** before
hanging up. *No message will be recorded otherwise*!

To enter your voice mail system:

To check messages from your desk:
Press **Message** Key or dial **80203**
Enter your security code.

To check messages away from your desk:
Press **Message** Key
When instructed to enter your security code,
Press ***2 #**. Wait for main greeting.
Press **9**, enter your mailbox number.
Enter your security code.

To check messages externally away from the office:
Dial **348-0203**
When you hear the main greeting, press **9**.
Enter your Mailbox number.
Enter your security code.

To transfer calls directly into another voice mail
(Without ringing the extension)

With the caller on line, press **TRANSFER**, dial **80203**,
* 2 #. Then dial the extension of the person you are
transferring to. Lastly, dial **1**. Hang up immediately.

When prompted, remember:
1 = Yes
2 = No

SHORT CUT TASKS

Creating Messages:

4	Check new Messages
5	Leave a Message
6	Review old Messages
7	Change setup options
745	Switch Personal Greetings
746	Change your Standard Greeting
747	Change your Alternate Greeting
748	Change your Busy Greeting
774	Change your Security Code
775	Change your Recorded Name

While Listening to Messages:

Press 3 button followed by:

4	Reply to sender
5	Check the next message
6	Delete
7	Archive Message
8	Hear when the message was sent
9	Redirects the message
0	Save as new (New messages only)
#	Repeat the message
*	Exit quickly

Message Playback Options:

*	Skip any message without changing status
4	Slow down message speed (max = 5)
5	Volume, (press 1 for soft, 2 for loud)
6	Increase message speed (max = 5)
7	Backtrack 3 seconds each time you press 7
8	Pause message (press 8 again to continue)
9	Fast forward 3 seconds each time 9 is pressed