




Personal voice mail box number.....	Same as 4-digit Telephone Extension Number
Default password.....	1234# <i>On First login, you will be prompted to change immediately Password must be a minimum of 4 digits</i>
Remote voicemail access.....	Dial your own Direct Number Press *# when you hear your own greeting
<p><u>VOICEMAIL ACCESS:</u></p> <p><i>Two indicators of new unheard messages are:</i></p> <ol style="list-style-type: none"> 1. RED light flashing in the upper right corner of phone 2. An icon  at the top of your Display identifying the number of new unheard voicemail messages <p><u>Option 1-TRADITIONAL Phone Dial-in LOGIN</u></p> <ol style="list-style-type: none"> 1. Press VoiceMail button 2. Press Call VM (Soft Key) 3. Enter password followed by # when voicemail answers <p><u>Option 2-VISUAL VOICE MAIL LOGIN</u></p> <ol style="list-style-type: none"> 1. See red light and  in display for number of Messages 2. Press Voice Mail button 3. Enter your voicemail password 4. Use Navigation Key  to locate your message 5. Press Soft keys to Play, Delete, More for additional features such as Reply and Forward 	<p>Traditional Voicemail Access via phone dial-in, which you access by dialing into the system, provides voicemail that you navigate through a series of audio prompts.</p> <p>Visual voicemail Access- available using your Phone Display, allows you see details about your messages and listen to messages in any order you choose. To interact with your voice messages, you use soft keys on the phone, rather than relying on audio prompts as you would in traditional voicemail.</p> <p><u>ACCESS VOICEMAIL SYSTEM – REMOTELY</u></p> <ol style="list-style-type: none"> 1. Dial your Direct Number 2. Press *# when you hear your own greeting play 3. Then enter your extension number 4. Enter your password, followed by #
<p><u>INITIALIZE VOICE MAIL</u> <i>First Time Login, minimum steps required to setup voicemail:</i></p> <ol style="list-style-type: none"> 1. Press Voice Mail button at your desk (or press #) 2. Press the Call VM Soft Key 3. Enter default password of 1234# 4. Follow tutorial instructions to change password record first/last name and personal greeting 	<p><u>CHANGE PASSWORD</u></p> <ol style="list-style-type: none"> 1. Press Voice Mail button, then Call VM (Soft Key) 2. Enter password, followed by # 3. Press 7 to change mailbox options 4. Press 4 and enter new <i>password (minimum 4 digits)</i> 5. Enter new password again <p>*Note: Press 76 to change recorded name of Mailbox</p>
<p><u>RECORD GREETINGS</u></p> <ol style="list-style-type: none"> 1. Press Voice Mail button, then Call VM (Soft Key) 2. Enter password, Then press # 3. Press 7 to change mailbox options 4. Press 1 and follow prompts to record greeting for current State (Standard State by default) <ul style="list-style-type: none"> Press 1 to review greeting Press 2 to re-record greeting Press # to accept (Save) <p><i>*Note: repeat process to customize greetings for In-a-Meeting and Out-of-Office state*</i></p>	<p><u>ACCESS MAILBOX FROM ANOTHER DESK</u> <i>*Use this method to check Group Mailboxes*</i></p> <ol style="list-style-type: none"> 1. Press Voice Mail button, Press Call VM (Soft Key) 2. Press # key 3. Enter your extension number 4. Enter your password and # key <p><i>*Note: Use these procedures to access Group or General Mailboxes OR to access Auto Attendant Greetings*</i></p>

<p><u>SEND AN INCOMING CALL TO VOICE MAIL</u> <i>Send a call directly to your mailbox</i></p> <ol style="list-style-type: none"> 1. Call is ringing, press To VM key (Soft Key) 2. Caller is sent directly to your voicemail box 	<p><u>VOICE MAIL TRANSFER</u> <i>To transfer calls to an associate's mailbox</i></p> <ol style="list-style-type: none"> 1. With caller on line; press Transfer 2. Enter desired extension 3. Quickly press More (Soft Key) 4. Quickly press To MB (Soft Key), caller is connected to VM greeting
<p><u>COMPOSE & SEND MESSAGE</u> <i>Send voice mail message without ringing telephone</i></p> <ol style="list-style-type: none"> 1. Press Voice Mail button, then Call VM (Soft Key) 2. Enter password, followed by # 3. Press 2, record message and # to accept (save) (or press 1 to Review, press 2 to re-record) 4. Press #, when finished recording 5. Enter desired extension number (or numbers) and Press # to send 	<p><u>PURGE DELETED MESSAGES</u> <i>To remove deleted messages from system</i></p> <ol style="list-style-type: none"> 1. Press Voice Mail button, then Call VM (Soft Key) 2. Enter password, followed by # 3. Enter 7-8-1 to clear out message <p>Note: enter 7-8-* to cancel purge</p>
<p><u>WHILE LISTENING TO MESSAGES</u></p> <p>1 = REPLAY MESSAGE 2 = SAVE MESSAGE (<i>Moves message to Saved folder</i>) 3 =DELETE MESSAGE (<i>Messages will be purged next day</i>) 4 = FORWARD MESSAGE (<i>Forward messages to another</i>) 5 = REPLY TO MESSAGE (<i>Send a reply message</i>) 6 = PLAY ENVELOPE (<i>Date and Time Stamp</i>) 7 = BACK UP MESSAGE (<i>Go back 3 seconds</i>) 8 = STOP MESSAGE (<i>Pause message, Press 8 to play again</i>) 9 = SKIP AHEAD IN MESSAGE (<i>Go forward 3 seconds</i>) # = SKIP TO NEXT MESSAGE</p>	<p><u>MAIN VOICEMAIL MENU</u></p> <p>1 = LISTEN TO MESSAGES 2 = SEND VOICEMAIL MESSAGE 3 = LISTEN TO SAVED MESSAGES 7 = PERSONAL OPTIONS 0 = TRANSFER TO PERSONAL ASSISTANT # = HEAR MAILBOX STATUS</p>
<p><u>SET AVAILABILITY STATE</u> <i>Change your Availability State on phone through Voicemail</i></p> <ol style="list-style-type: none"> 1. Press Voice Mail button, then Call VM (Soft Key) 2. Enter Password, Then press # 3. Press 7 to change Mailbox Options 4. Press 2 to change Availability State 5. Choose option 1 – 6 for appropriate Mode 	