

## USING YOUR MAILBOX

### ACCESSING YOUR VOICE MAIL:

FROM YOUR PHONE: 1) PRESS **VOICE MAIL** KEY

INSIDE THE OFFICE: 1) DIAL VOICE MAIL ACCESS CODE \_\_\_\_\_  
2) ENTER YOUR EXTENSION NUMBER \_\_\_\_\_

OUTSIDE THE OFFICE: 1) DIAL VOICE MAIL NUMBER \_\_\_\_\_  
2) DIAL "#" WHEN YOU HEAR GREETING  
3) ENTER YOUR MAILBOX NUMBER \_\_\_\_\_  
4) ENTER YOUR SECURITY CODE

### SETTING UP YOUR GREETING & NAME:

1) ACCESS VOICE MAIL  
2) DIAL G FOR GREETING  
3) PRESS R AND BEGIN RECORDING  
PRESS" #" TO END RECORDING  
PRESS L TO LISTEN  
DIAL "#" TO RETURN TO MAIN MENU

1) DIAL RN FOR RECORD NAME  
2) PRESS R AND RECORD NAME & EXTENSION  
PRESS "#" TO END RECORDING

### SETTING UP YOUR OPTIONS:

1) ACCESS VOICE MAIL  
2) DIAL OP FOR OPTIONS

SECURITY CODE: 1) DIAL S FOR SECURITY  
2) ENTER NEW SECURITY CODE (2 TO 6 DIGITS)

AUTO TIME STAMP 1) DIAL □□ FOR AUTO TIME  
2) PRESS □ TO TURN ON/OFF

*(NOT AVAILABLE ON ALL SYSTEMS - If your system does not offer the automatic time option, you may dial □□ at any time during the message to receive the time stamp.)*

### TRANSFERRING CALLS TO VOICEMAIL:

1) PRESS **HOLD**  
2) PRESS **VOICE MAIL** KEY OR DIAL VOICE MAIL ACCESS CODE  
3) ENTER EXTENSION NUMBER  
4) HANGUP TO COMPLETE TRANSFER

### TRANSFERRING CO-WORKERS INTO THEIR VOICEMAIL:

1) PRESS **HOLD**  
2 PRESS **VOICE MAIL** KEY OR DIAL VOICE MAIL ACCESS CODE  
3) HANGUP