

To ACCESS YOUR VOICEMAIL:

FROM INSIDE THE OFFICE
PRESS **MSG** KEY
FROM OUTSIDE THE OFFICE
DIAL MAIN TELEPHONE NUMBER
WHEN VOICEMAIL ANSWERS
DIAL #
DIAL YOUR EXTENSION

To SETUP PERSONAL GREETING:

ACCESS VOICEMAIL
DIAL 3 FOR PERSONAL OPTIONS
DIAL 2 FOR GREETING OPTIONS
PRESS 3 TO RECORD
PRESS # TO STOP
DIAL * TO RETURN TO PREVIOUS MENU

To SETUP MAILBOX NAME

ACCESS VOICEMAIL
DIAL 3 FOR PERSONAL OPTIONS
DIAL 3 FOR NAME OPTIONS
PRESS 3 TO RECORD
PRESS # TO STOP
DIAL * TO RETURN TO PREVIOUS MENU

To SETUP SECURITY CODE

ACCESS VOICEMAIL
DIAL 3 FOR PERSONAL OPTIONS
DIAL 4 FOR SECURITY OPTIONS
PRESS 1 TO ENTER PASSWORD
ENTER PASSWORD
VERIFY PASSWORD
DIAL * TO RETURN TO PREVIOUS MENU

To LISTEN TO MESSAGES:

ACCESS VOICEMAIL
Note: New messages will play automatically
DIAL 1 FOR NEW MESSAGES
DIAL 2 FOR SAVED MESSAGES
DIAL 3 TO ERASE MESSAGES
DIAL 4 FOR MESSAGE COUNT

WHILE LISTENING TO MESSAGE:

DIAL 1 TO SAVE
DIAL 3 TO DELETE
DIAL 7 TO FORWARD
DIAL 8 FOR TIME/DATE INFO
DIAL 9 TO CHANGE SPEED/VOLUME
DIAL # TO REPEAT MESSAGE

To SKIP TO NEXT MESSAGE:

WHILE LISTENING TO MESSAGE
PRESS 2

To REWIND MESSAGE:

WHILE LISTENING TO MESSAGE
PRESS 4 TO BACK UP TO BEGINNING
PRESS 5 TO PAUSE

To ACTIVATE TEMPORARY GREETING:

ACCESS VOICEMAIL
DIAL 8 FOR TEMPORARY GREETINGS
DIAL 1 TO RECORD GREETING
DIAL 2 TO REVIEW GREETING
DIAL 3 TO ACTIVATE GREETING
DIAL 4 TO ACTIVATE NORMAL GREETING
DIAL 5 TO DEACTIVATE

To UNDELETE MESSAGES:

ACCESS VOICEMAIL
DIAL 6 TO UNDELETE MESSAGES
DIAL 1 TO PLAY
DIAL 2 TO SAVE
DIAL 3 TO DELETE

SAMPLE MESSAGES:

YOU HAVE REACHED JANE/JOHN DOE AT ABC COMPANY. I AM EITHER ON ANOTHER LINE OR AWAY FROM MY DESK. PLEASE LEAVE YOUR NAME, PHONE NUMBER AND A BRIEF MESSAGE AND I WILL GET BACK WITH YOU AS SOON AS POSSIBLE. THANK YOU FOR CALLING.

YOU HAVE REACHED THE VOICEMAIL OF JANE/JOHN DOE AT ABC COMPANY. I WILL BE OUT OF THE OFFICE TODAY, IF YOU NEED IMMEDIATE ASSISTANCE PLEASE PRESS 0 NOW. OTHERWISE PLEASE LEAVE YOUR NAME, PHONE NUMBER AND A BRIEF MESSAGE AND I WILL GET BACK WITH YOU AS SOON AS POSSIBLE. THANK YOU FOR CALLING.

YOU HAVE REACHED JANE/JOHN DOE. I AM AWAY FROM MY DESK CURRENTLY; IF YOU WOULD PLEASE LEAVE YOUR NAME, PHONE NUMBER AND A MESSAGE I WILL GET BACK WITH YOU AS SOON AS POSSIBLE.

TO FORWARD MESSAGE TO ANOTHER EXT:

WHILE LISTENING TO MESSAGE

PRESS 7 TO FORWARD

PRESS 2 TO REDIRECT

DIAL EXTENSION TO RECEIVE MESSAGE

PRESS 1 TO CONFIRM

PRESS 1 TO SEND WITHOUT COMMENT

PRESS 2 TO RECORD COMMENT

PRESS ANY KEY WHEN FINISHED

PRESS 1 TO SEND MESSAGE

TO LEAVE A MESSAGE FOR ANOTHER EXT:

FROM INSIDE THE OFFICE

DIAL EXT OR PRESS DSS KEY

DIAL 8 BEFORE EXT ANSWERS

LEAVE MESSAGE

FROM YOUR VOICEMAIL

DIAL 2 TO RECORD AND SEND MESSAGE

RECORD MESSAGE

PRESS ANY KEY TO STOP RECORDING

DIAL 1 TO CONTINUE DELIVERY

DIAL EXTENSION TO RECEIVE MESSAGE

DIAL 1 TO CONFIRM

DIAL 1 FOR IMMEDIATE DELIVERY

DIAL 2 FOR FUTURE DELIVERY

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