
PHONE QUICK START

Personal voice mail box number.....


Same as telephone extension

Remote voicemail access

Dial **360 221 6808**, Press #, follow prompts

VOICE MAIL ACCESS

Access your personal voicemail box from your set

1. See red light and  in display for number of messages
2. Press **Voice Mail** button
3. Enter password, followed by #

CHANGE PASSWORD

1. Press **Voice Mail** button & enter password
2. Press 7 to change mailbox options
3. Press 4 & enter new password (minimum 4 digits)
4. Enter new password again

Note: to re-record name, follow steps above using 7 and 6

SET CALL HANDLING MODE

A custom greeting for Meetings, Out of Office, etc.

1. Access Voice Mail (Press Voice Mail button)
2. Press 7 to change Mailbox Options
3. Press 2 to change Call Handling Mode
4. Choose option 1 – 6 for appropriate Mode

Note: greeting must be recorded to select Mode

INITIALIZE VOICE MAIL

Personalize voice mailbox as a new user

1. Press Voice Mail button at your desk
2. Enter default password of 1-2-3-4-#
3. Follow tutorial instructions to change password, record name and personal greeting

RECORD GREETING

1. Press **Voice Mail** button & enter password
2. Press 7 to change mailbox options
3. Press 1 and follow prompts to record greeting for current mode (Standard Mode by default)
4. Press 1 to review greeting; 2 to re-record and Press # to accept

Note: repeat process to customize greetings for In-a-Meeting mode and Out-of-Office mode

ACCESS MAILBOX FROM ANOTHER DESK

1. Press Voice Mail button, Press # key
2. Enter your extension number
3. Enter your password an # key

Note: Use these procedures to access Group Mailboxes

SEND AN INCOMING CALL TO VOICE MAIL

Send a call directly to your mailbox

1. Call is ringing, press **To VM** key (Soft Key)
2. Caller is sent directly to your voice mail box

VOICE MAIL TRANSFER

To transfer calls to an associate's mailbox

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

SEND EXPRESS MESSAGE

Send voice mail message without ringing telephone

Press Voice Mail button, enter password

Then # key

Press 2; record message + # to accept

Enter desired extension number + # to send

PURGE DELETED MESSAGES

To remove deleted messages from system

Press Voice Mail button, enter password + # key

Enter 7-8-1 to clear out message

Note: enter 7-8-* to cancel purge

Voicemail Menus

WHILE LISTENING TO MESSAGES

1. Reply to Message
2. Save Message
3. Delete Message
4. Forward Message
5. Reply to Message
6. Hear Date/Time Stamp
7. Back up in Message
8. Stop Message
9. Skip Ahead in Message
- #. Skip to next Message

MAIN VOICEMAIL MENU

1. Listen to Messages
2. Send Voicemail Message
3. Listen to saved Messages
7. Mailbox options
0. Transfer to Personal Assistant
- #. Hear mailbox status