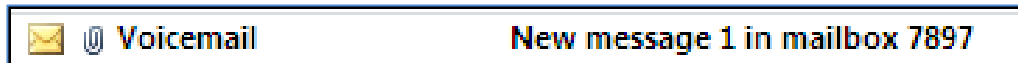


VoiceMail Instructions

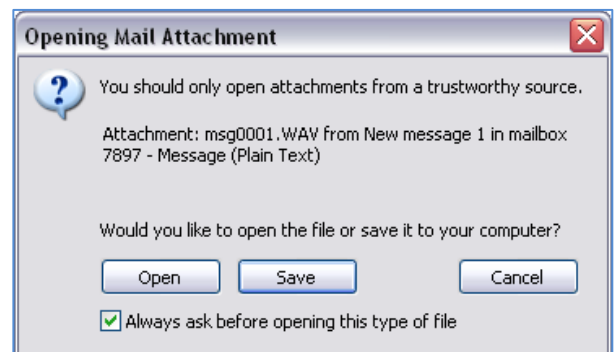
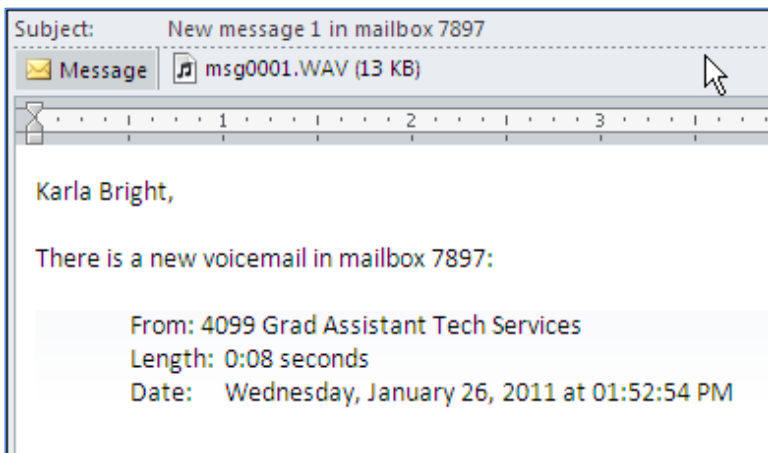
The voicemail system will deliver your voicemail to your email inbox, allowing you to use Outlook to check both email and voicemail. This will make it much easier to save, organize, and forward voicemail messages.

How to listen to your voicemail messages in your Inbox

VoiceMail messages will arrive in your Inbox labeled **VoiceMail** as shown below



Once you open the email message you will see who the message is from, the phone number that it came from and the time of the call. The voicemail is attached as a .wav file. To listen to the message you double click on it and at the prompt choose **Open**. Your default media player will open and play the message.



First time accessing Messages

1. Click the **Messages** button on your phone
2. Enter the Default password (12345) followed by the # sign
3. **Press 0** to access the Mailbox Menu Options
4. **Press 5** and follow the prompt to enter your new password

Setting up your Unavailable Message or Out of the Office Message

1. Click the **Messages** button on your phone
2. Enter your password followed by the # sign

Please listen to the prompts as the options have changed.

- **Press 0** to access the Mailbox Menu Options
 - **1** Record your unavailable message – basic greeting that plays when you are on the line or not at your desk.
 - **2** (record busy message) – **will not be used**
 - **3** Record your name – used when someone accesses the dial by name directory
 - **4** Record/ Manage your temporary message – **Use for Out of Office / On Vacation**
 - **overrides the unavailable message until deleted**
 - **1** Record your temporary message
 - **2** Erase your temporary message (going back to the unavailable message)
 - **5** Change your password
 - * Return to the main menu
- * Help
- # Exit
- After recording a message (incoming message/unavailable greeting, or name)
 - 1 - Accept
 - 2 - Review
 - 3 - Re-record

Notes:

- ✓ The temporary message is the one to use for out of office messages, if the temporary message is set it will override the unavailable message until you delete it.
- ✓ To manage your voicemail when you are not in your office – dial extension 7899
- ✓ Dial directly into someone’s voicemail box – dial *extension number
- ✓ Press the # to skip the greeting
- ✓ Call forward – press the Transfer “soft button” on your phone, dial * extension, then press the Transfer “soft button” again – this will forward the caller directly to someone else's voicemail.

To manage your voicemail when you are not in your office – dial 375 - 7899

At the prompt “**Mailbox**” enter your phone extension

Wait for it to recognize it

At the prompt “**Password,**” enter your password and wait a second or two (you do not enter the # sign)

Listen to the prompts to access your voicemail and manage your voice mailbox