



VOICE MAIL QUICK REFERENCE GUIDE

Your Voice Mail Number _____

Your Password Number _____

LOGGING ON

FROM YOUR PHONE	FROM ANOTHER PHONE
1. Dial Voice Mail Ext. 3100 2. Press # 3. Enter your password 4. Press #	1. Dial Voice Mail Number...452-3100 2. Enter YOUR mail box number 3. Press # 4. Enter your password 5. Press #

GETTING STARTED

BASIC COMMANDS	LOG ON										
1 = Skip Backward 2 = Play/listen 3 = Skip Forward 4 = Previous msg. 5 = Record 6 = Scan 9 = Call sender 0 = Operator * = Help # = Stop/End/Enter 71 = Reply 73 = Forward 75 = Compose 76 = Delete 79 = Send 80 = Custom Operator 83 = LOG OFF	<table border="1"> <thead> <tr> <th>CHANGE PASSWORD</th> <th>RECORD NAME</th> </tr> </thead> <tbody> <tr> <td> 1. Press 84 2. Enter NEW password plus # 3. Repeat step 2 4. Enter OLD password plus # </td> <td> 1. Press 89 2. Press 5 3. State your name 4. Press # </td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">RECORD GREETINGS</th> </tr> </thead> <tbody> <tr> <td>External****</td> <td>Internal****</td> </tr> <tr> <td> 1. Press 82 2. Press 1 3. Press 5 4. Record Greeting 5. Press # </td> <td> 1. Press 82 2. Press 2 3. Press 5 4. Record Greeting 5. Press # </td> </tr> </tbody> </table>	CHANGE PASSWORD	RECORD NAME	1. Press 84 2. Enter NEW password plus # 3. Repeat step 2 4. Enter OLD password plus #	1. Press 89 2. Press 5 3. State your name 4. Press #	RECORD GREETINGS		External****	Internal****	1. Press 82 2. Press 1 3. Press 5 4. Record Greeting 5. Press #	1. Press 82 2. Press 2 3. Press 5 4. Record Greeting 5. Press #
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BASIC MAILBOX USES

LOG ON								
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Please remember when you are transferring a caller and you enter that person's mail box all you need to do is to log off by pressing 83. This will re-connect you to your original caller. If that person wishes to leave a message you can then re-transfer but you must hang up immediately or call will not hear entire greeting.

Questions: Call 2260