

Panasonic Simplified Voicemail (SVM) Admin Guide

To Record an Auto Attendant Greeting

For the Day Greeting

- To Record:**
1. Press **Intercom**
 2. Dial ***361**
 3. Enter **501** and record your greeting
 4. Press the **Auto Dial/Store** key to save.

The greeting will play back and then you will get dial tone. You can now hang up

- To Listen:**
1. Press **Intercom**
 2. Dial ***362**
 3. Enter **501** and listen your message
 4. Follow the prompts to listen.

- To Delete:**
1. Press **Intercom**
 2. Dial ***360**
 3. Enter **501** to delete the greeting

For the Night Message

- To Record:**
1. Press **Intercom**
 2. Dial ***361**
 3. Enter **502** and record your greeting
 4. Press the **Auto Dial/Store** key to save.

The greeting will play back and then you will get dial tone. You can now hang up

- To Listen:**
1. Press **Intercom**
 2. Dial ***362**
 3. Enter **502** and listen your message
 4. Follow the prompts to listen.

- To Delete:**
1. Press **Intercom**
 2. Dial ***360**
 3. Enter **502** to delete the greeting

General Mailbox

To Record the General Mailbox Greeting

1. Press **Intercom**
2. Dial ***47**
3. Enter Extension **100**
4. Enter PIN **1234** and then you will hear a dial tone
5. Dial ***381** and record your General Mailbox Greeting
6. Press the **Auto Dial/Store** key to save

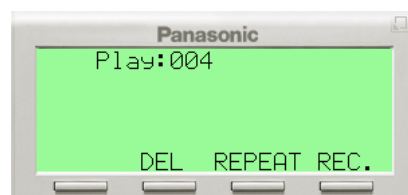
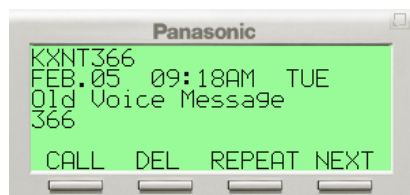
The greeting will play back and then you will hear beeps. At this time you can press 1 to record again, 2 to replay or 0 to delete.

To Listen to the General Mailbox Greeting

1. Press **Intercom**
2. Dial ***47**
3. Enter Extension **100**
4. Enter PIN **1234** and then you will hear a dial tone
5. Dial ***382** to play your General Mailbox Greeting

To Listen to General Mailbox Messages

1. Press **Intercom**
2. Dial ***47**
3. Enter extension **100**
4. Enter PIN **1234** you will hear a dial tone
5. Dial ***383** to play your messages



This is an example of what you will see in your display while you are checking your message.