

Press the **Voicemail Key** or  
Dial **6000** from your phone or **\*8**

Enter Your Passcode

### Main Menu Options

Press **6** to Make a New Message  
Press **7** to Listen to a New Message

Press **8** for User Options

Press **9** to Send & Exit  
Press **0** Transfer to Operator  
Press **#** for Auto Attendant

### 6 – Make a New Message

Select Destination  
Enter **Mailbox No.** of intended recipient  
Press **9** for Personnel Directory  
Send Menu  
Press **7** to Review  
Press **3** to Discard Message  
Press **2** to Append Message  
Press **6** for Message Addressing  
Press **9** to Send & Return

### Addressing Options

Press **2** Confidential Set/Cancel  
Press **7** Receipt Set/Cancel  
Press **8** Urgent Set/Cancel  
Press **9** to go Back

### 7 - New Messages

While Message is Playing  
Press **1** to Pause Message  
Press **2** to Answer Message  
Press **3** to Discard Message  
Press **4** to Give or Forward Message  
Press **5** to Keep Message  
Press **6** to Play Envelope  
Press **7** to Play Again  
Press **8** to Listen to Next Message  
Press **#** to Fast Forward Message  
Press **\*** to Rewind Message  
Press **#** to Skip to end of Message

### 8 – User Options

Press **2** Additional Options  
Press **3** Memo  
Press **4** Greeting  
Press **5** Distribution Lists  
Press **6** Name  
Press **7** Passcode  
Press **8** Temporary Greeting

### 2 - Additional Options Menu

Press **1** Message Notification  
Press **2** Personal Contacts  
Press **3** Forward to Email

## Voicemail Set-Up

### Accessing Your Mailbox

All of your voice messages will reside in your personal mailbox, which is passcode protected. Your temporary passcode will be 1111 to use the first time you access your mailbox. How you log into your mailbox will depend on whether you're calling from inside or outside your company.

#### From Your Own Extension

- Press \*8
- Enter your passcode when prompted.

#### From Another Extension

- Press \*8
- Enter your mailbox number followed by the \* key.
- Enter your passcode when prompted.

Note: You may need to use this procedure to access a general mailbox when the lamp is inactive.

### Setting Up Your Mailbox

When you access your mailbox for the first time, a user tutorial automatically activates. This tutorial guides you through your first mailbox session, explains how to record a greeting and your name, and prompts you to change your temporary passcode.

#### Passcode

- You will always be prompted for your passcode before accessing your mailbox. The first time you access your mailbox, you will use the temporary passcode 1111. During the tutorial, you will be prompted to change your passcode to a number containing 4 to 10 digits. Define a passcode that you can easily remember, but do not select an obvious code like "1234".

#### Greeting

- After opening your mailbox, you will be asked to record a greeting that callers will hear when they are directed to your mailbox.
- e.g. "You have reached the mailbox of Steve Smith, I'm unable to take your call, please leave me a message with your contact details and I will return your call when I am available."

#### Name

- You will be prompted to record your name
- The system will use this name to identify you to callers in your own voice.

### Playing Messages

When you access your mailbox to retrieve your messages, the system tells you how many messages you have ("You have 2 urgent messages and 2 un-played messages."). After accessing the Voice Mail menu, press 7 to listen to your messages. Your urgent messages will automatically be played first. Then, your un-played messages will be played.