



MINNESOTA VOIP INC.

Voice & Data Specialists

9217 17th Ave. S. Bloomington, MN 55425

Tel: 612.355.7740 Fax: 952.888.6064

COMMONLY USED VOICEMAIL FEATURES

HOW TO SET-UP YOUR PERSONAL VOICEMAIL

PRESS the **MESSAGES** button on your telephone.....

You will be prompted for your Access Code. (all access codes are factory set at 0000)

You will then be presented with the MAIN Menu of the mailbox.....

PRESS (1) To Hear your Messages

PRESS (2) To Change your Access Code

PRESS (3) To Record Your Name

PRESS (4) To Record a Personal Welcome Message

PRESS (5) To Record a Message for another Voicemail Subscriber

PRESS (9) To Select your Mailbox Greeting

HOW TO TRANSFER A CALLER TO VOICEMAIL

Answer the Call..... Press the **Transfer** Key.... (found on telephone display)

Dial **8** plus the Extension Number.... Ex: 85501 (transfer caller to mailbox 5501)

Press transfer to complete the transfer

HOW TO RETRIEVE YOUR MESSAGES

From Your Desk:

PRESS the **Messages** button.....

Enter your Access Code....

PRESS 1 to listen to Messages

From Outside the Office:

Dial your Personal 10 Digit telephone number.....

When your Personal greeting answers dial *

You will be prompted for your **Access Code**....

Enter your **Access code**

Dial **1** to listen to messages

