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 prompted for your Access Code….
Enter your Access code
Dial 1 to listen to messages