

Main Menu

Voice Mail lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other Voice Mail features, call your mailbox and access the Main Menu. **Your Message Wait LED flashes (red) when you have a message.** **Automated Attendant** answers your company's calls with a recorded message and gives dialing instructions for callers to follow.

[Soft Key]

L Listen to Messages [Lstn] **5** → While listening you can:

RE	Record REply [N/A]	73	L	Listen to Next Msg [Next]	5	1S	Select Saved Message List	17
MF	Have Msg Forwarded [N/A]	63	B	Backup a Few Secs	2	1A	Select All Message List	12
MC	Make Call to Sender [N/A]	62	BB	Backup to Beginning [Rpt]	22	#	Exit Listen Mode [Exit] - [Exit]	#
TI	Get Time, Date	84	G	Go Ahead a Few Secs	4		Select the Listen Mode	
SA	SAve Message	72	*	Pause/Resume Listening [N/A] [N/A]	*		See also 'Select Listen Mode' on the Main Menu	
E	Erase Msg [Erase]	3	1N	Select New Message List	16			

RS Record & Send Message [Rec] **77** → Enter mailbox number, then: While recording you can:

*	Renter mailbox number [MBOX]	*	*	Pause/Resume [Pause] [Resume]	*
#	Start Recording [Cont]	#	E	Erase Recording [Cnc]	3
	Exit to Main Menu [Exit]		#	End Recording [Done]	#

G Mailbox Greeting [Greet] **4**
 Callers hear your active greeting (1~3) only if you do not answer or are busy. If Auto Attendant DND is ON, the Auto Attendant does not ring your phone. Callers immediately hear your active greeting. If OFF, the Auto Attendant will try your extension.

Calling Your Mailbox and Accessing the Main Menu

To call your mailbox from outside the company:

1. Dial company phone number _____.
2. Wait for Automated Attendant to answer.
3. Dial # and your mailbox number.
 - Optionally dial * and co-worker's mailbox number to leave a message.
 - The codes in your system may be different.

To call your mailbox from your extension:

1. Press MSG.
 - From a single line extension, lift handset and dial *8 instead.

To access a feature from your mailbox Main Menu:

1. Dial the letters shown to the left of the feature name.
 - The corresponding numbers are shown to the right.
 - The letters you dial match some of the letters in the feature name.

RN Record Mailbox Name **76**
InMail will play your mailbox name in the voice prompts instead of your mailbox number.

OP Mailbox OPtions **67** → The mailbox options are:

TI Time and Date **84**

SA Sys Admin Options (For Admin Mailboxes only) **72**

1N Select Listen Mode **16**
1S Select New Message List **17**
1A Select Saved Message List **12**
 These options are also available while listening to a message.

S	Security Code [Sec]	7
	Changes or erases your mailbox security code.	
N	Message Notification [Notif]	6
	Calls co-worker or outside number when you get msg.	
AT	Auto Time Stamp [Time]	28
	Plays the msg time, date and sender after the msg.	
#	Exit Menu [Exit]	#

X EXit Mailbox **9**