

Log into the voicemail by dialing \*17 or by pressing the message button.

Enter your extension number and #

Enter your Password and # (password will be # on initial setup)

You will be prompted to enter a new password (only on initial set up)

Record your name (initial setup only and for the Dial by Name)

After login the options are:

**1. Record a message (internal only):**

-Press 1 to record and 1 to stop recording

-Press 1 to re-record

-Press 23 to playback

-Press \*3 to delete

-Press # to save

-To send your message enter the extension or extensions you wish to send the message to and then press the #.

**2. Get your Messages:**

-Press 0 to listen/skip header

-Press 1 to reply/forward

-Press 3 to pause/resume

-Press 5 rewind 5 seconds

-Press 6 to advance 5 seconds

-Press \*\*4 to save message in current category

-Press # to skip message

-Press \*3 to delete message

**3. Administer personal greeting (You can have a library of up to 9 greetings):**

-Press 0 to listen to greetings

-Press 1 to create, change or delete a greeting

-Press 2 to scan all greetings

-Press 3 to activate a greeting

-Press # when finished

**5. Personal Options:**

-Press 4 to change your login password

-Press 5 to record your name

**6. Out calling Options:**

- Press 1 to configure out calling
- Press 2 to change times
- Press 3 to change numbers
- Press 6 to turn off out calling
- Press 9 to turn on out calling

**General Info:**

- Press \*4 for Help
- Press \*7 to return to main menu
- Press \*\*9 to exit