

Voice Mail

Personal Mailbox

1 Greeting

Using soft keys (4 buttons below display)

Press VMsg

Press Greet

Press GR1

Press Rec and record greeting press # when done

2 Password

Using soft keys (4 buttons below display)

Press VMsg

Press More

Press Setup

Press Code

Enter Password

3 Spoken name

Using soft keys (4 buttons below display)

Press VMsg

Press More

Press RcNam

Press Rec and record spoken name press # when done

4

To Access From Voice mail from Analog Telephones

Dial *8 for the telephone

Follow prompts

Be sure to record your Name and record a greeting

To check voice mail from outside the office

Dial main number

When voice mail answers dial #(ext#) and Password

