



Voice Mail Systems

How To Change the "Recorded" Name for the Company Directory:

1. Have the Voicemail User log into their mailbox, after putting in their password, press the button under "Admin" (or press the number 8 key., and then press the number 1 key.
2. You will hear the old recorded name and then the system will "beep", prompting you to record a new name (name only here, not greeting.
3. Press "Ok" in the window when you are done recording and then "Ok" again to accept the recording

How To Change Your Personal Greeting:

1. Press the Check Voicemail key or press the Feature button, then 981
2. Enter your password
3. Press the ADMIN softkey
4. Press the GREET softkey
5. Press the REC softkey
6. Press the PRIME softkey
7. Press the YES softkey
8. At the tone, record your new greeting; press the OK softkey to end your recording and then the OK softkey again to accept the new recording.

How To Check Your Voicemail:

1. Press the Check Voicemail key or press the Feature button, then 981
2. Enter your password
3. From here you can listen to messages, change your greeting, change your password, etc

To Leave a Message for Someone in Your Office:

1. Press the Leave Message key or Feature 980
2. Enter the mailbox number (extension number. of the person you want to leave a message for
3. The display will show the name of the mailbox owner, press OK
4. Leave message

To Access Your Voicemail box from Another Phone:

1. Press the Check Voicemail key or press the Feature button, then 981
2. Press the OTHER softkey
3. At the LOG: prompt, enter your mailbox#(extension #. and your password all together followed by the "#" sign
4. Press the OK softkey

To Access Your Mailbox from Outside of the Office:

1. Call the main office number or your DID (if applicable.
2. If the call is answered by a receptionist, have them transfer you to your voicemail box
3. If the call is answered by the company greeting, or your personal greeting, Enter: * *
4. At the prompt, enter your mailbox #(extension #. and password all together