

## **Voice Mail Quick Start**

From your phone

- Dial Feature 981
- Temporary Password 0000
- Choose a new password (4-8 digits can not start with 0)
- Enter your new password again, press o.k.
- At the tone, record you first and last name
- Accept name press o.k.
- Press release

## **Voice Mail Feature Codes**

- Leave a Message – Feature 980 (to leave a message for another internal user)
- Open Mailbox – Feature 981 (to open your mailbox)
- VM Directory Number – Feature 985 (for forwarding your phone to VM)
- Transfer – Feature 986 (directly transfer an outside call into a mailbox)
- Interrupt – Feature 987 (allows you to pick up a call that has been transferred into your mailbox)

## **Record Primary Mailbox Greeting**

From your phone

- Dial Feature 981
- Enter your 4 digit password and press #
- Press the number 8 or admin
- Press the number 2 or greet
- Press the number 1 or record
- Press the number 1 or prime
- Press the number 1 or yes
- At the tone, record your greeting
- Press # or OK to end your greeting

## **Listening To Your Messages**

From your phone

- Dial Feature 981
- Enter your password and press #
- To listen to new messages, press 2: To listen to your saved messages press 6
- Your first message begins to play

## **Leaving a mailbox message**

This may be done from any phone

- Dial Feature 980
- Enter the mailbox number of the person you want to leave a message for
- (If you do not know the mailbox number, press # to use the Company Directory)
- After you enter the mailbox number, the display shows the mailbox owner's name
- Press 2 at the tone and record your message
- Press # to end your message
- Press # or replace the handset to send the message