

# IN-MAIL VOICEMAIL SIMPLIFIED INSTRUCTION SHEET

To Access Your Voice Mail Box, You Must First Log Into Your Own Mailbox:

**On Site At Own Desk:**

With Handset Down, Press **Message/Voicemail** Button, Then Enter Your Security Code

**On Site At Any Desk:**

Dial **300** Wait For Main Greeting to start, Dial **Extension**. Enter Security Code Upon Prompt.

**Off – Site Answered Live:**

Call Main Number Or Direct Line If Applicable. Have Attendant Transfer To Your Extension. Upon hearing personal greeting, Dial **# + Extension**. Enter Security Code Upon Prompt.

**Off – Site Answered Auto Attendant:**

Call Main Or Backdoor Number, Wait For Main Greeting To Start, Dial **# +Extension**. Enter Security Code Upon Prompt.

**You Are Now Logged Into Your Voicemail Box**

While In The Office On System Phones You Will Have \*Soft Key Prompts In Your Display Screen  
\*(*Dependant Upon System Purchased*). If Accessing From Off Site, You Will Hear Dial Pad Prompts:

**Setting Up Your Mailbox**

To set up your mailbox the following needs to be performed after entering your mailbox:

- 1- Record a greeting (press the “G” key and follow the instructions or press the “Greet” softkey
- 2- Record a name (press the “RN” keys and follow the instructions
- 3- Set a security code (go to options menu by pressing “OP” then press “S” or press the “Sec” softkey and follow the instructions)

**Voicemail’s Main Menu**

Dial 5(L key)..... To Check Messages

Dial 4 (G key) .....To Record Greeting

Dial 76 (RN key).....To Record a Name

Dial 77 (RS key).....To Record & Send A Message (To Fellow Staff Members)

Dial 0.....For All Option

Dial 67 (OP key).....For Mailbox Set Up Options

**To Listen To New Messages Dial 5 (L key):**

The Messages Will Now Start Playing

**With Message In Progress:**

Dial 72 (SA key)...To Save a Message

Dial 3 (E key).....To Erase a Message

Dial \* (Star).....To Pause & Resume a Message

Dial 22 (BB key)..To Repeat the Entire Message

Dial 4 (G key).....To Advance & Continue Listening to a Message

Dial 5 (L key).....To Skip to the Next Message

Dial 63 (MF key)..To Forward a Message to another User

Dial 2 (B key).....To Repeat the previous 3 Seconds Of The Message

Dial 84 (TI key)....To Hear Time & Date Stamp

**Quick Transfer To Voicemail Box:** With Call In Progress, Press **Transfer**, Dial Extension Number + **8**, Hang-up.