



Embedded Voice Mail Menu Flow

Accessing Voice Mail

From Your Phone:

Press the voice mail key
Enter Passcode: 1111
(Initial Passcode)

From any other phone:

Press the voice mail key
When prompted for that station's passcode enter
Press *
Enter your own Mailbox Number
Followed by your Passcode

From Outside

Dial into company's main number

At the start of the company greeting
Press **
Enter your mailbox number
Enter passcode

Transferring a caller directly to a mailbox

Press Transf/Conf key
Dial * (extension number) and release

7 Play Messages
* Rewind in 5 second increments
Fast Forward in 5 second increments
1 Pause in 30 second increments

7 to Play again
2 to Answer
4 to Give to another user
5 to Keep
3 to Discard
6 for Message Envelope
9 to eXit message review

Enter destination mailbox(es) and record information...

7 to Review
3 to Discard and rerecord
2 to Append
6 from Message Addressing Options
9 to Send and Exit

6 Make Message
Enter Mailbox Number
When finished entering mailboxes
When finished recording message

7 to Review
3 to Discard and re-record
2 to Append
6 for Message Addressing Options
9 to Send and eXit to Main Menu

Message Addressing Options

2 to make Confidential
7 to Request Receipt
8 to mark Urgent
Press 9 to eXit and return to pervious menu Options.

8 User Options
U for User Options
4 to change Greeting
6 to change Name
7 to change Passcode
5 for Distribution Lists
8 for Temporary greeting (enter number of days for temp greeting.)
9 to eXit to Main Menu

5 to Listen to Greeting/Name
7 to Record Greeting/Name
9 to eXit to Previous Menu

9 to Exit

0 for an Operator