

**Voice Mail** lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other Voice Mail features, you call your mailbox and access the Main Menu. **Your Ring/Message lamp flashes (red) when you have a new message.** **Automated Attendant** answers your company's calls with a recorded message and gives dialing instructions for callers to follow.

[Super Display Soft Key] - [Keyset Soft Key]

**Main Menu**

**L Listen to Messages** [LISTEN] - [LSTN] **5**

While listening you can:

<b>RE</b>	Record <b>RE</b> ply [REPLY] - [N/A]	<b>73</b>
<b>MF</b>	Have <b>M</b> sg <b>F</b> orwarded [FORWARD] - [N/A]	<b>63</b>
<b>MC</b>	<b>M</b> ake <b>C</b> all to Sender [CALLBACK] - [N/A]	<b>62</b>
<b>TI</b>	Get <b>T</b> ime, Date, [Sender]	<b>84</b>
<b>SA</b>	<b>S</b> Ave Message	<b>72</b>
<b>E</b>	<b>E</b> rase Msg [ERASE] - [ERASE]	<b>3</b>

<b>L</b>	<b>L</b> isten to Next Msg [NEXT MSG] - [NEXT]	<b>5</b>
<b>B</b>	<b>B</b> ackup a Few Secs	<b>2</b>
<b>BB</b>	<b>B</b> ackup to <b>B</b> eginning [REPEAT] - [RPT]	<b>22</b>
<b>G</b>	<b>G</b> o Ahead a Few Secs	<b>4</b>
<b>*</b>	Pause/Resume Listening [PAUSE] - [NA] [RESUME] - [N/A]	<b>*</b>
<b>IN</b>	Select New Message List	<b>16</b>

<b>IS</b>	Select Saved Message List	<b>17</b>
<b>1A</b>	Select All Message List	<b>12</b>
<b>#</b>	Exit Listen Mode [EXIT] - [EXIT]	<b>#</b>
	Select the Listen Mode [MSG LIST] - [N/A]	
	See also "Select Listen Mode" on the Main Menu	

**RS Record & Send a Message** [RECORD] - [REC] **77**

Enter mailbox number, then:

<b>*</b>	Reenter mailbox number [MAILBOX] - [MBOX]	<b>*</b>
<b>#</b>	Start Recording [CONTINUE] - [CONT]	<b>#</b>
	Exit to Main Menu [EXIT] - [EXIT]	

While recording you can:

<b>*</b>	Pause/Resume [PAUSE] - [PAUSE] [RESUME] - [RESUME]	<b>*</b>
<b>E</b>	<b>E</b> rase Recording [CANCEL] - [CNCL]	<b>3</b>
<b>#</b>	End Recording [DONE] - [DONE]	<b>#</b>

**G Mailbox Greeting** [GREETING] - [GREET] **4**  
Callers hear your active greeting (1-3) only if you do not answer or are busy. If Auto Attendant DND is ON, the Auto Attendant does not ring your phone. Callers immediately hear your active greeting. If OFF, the Auto Attendant will try your extension.

**RN Record Mailbox Name** [NAME] - [N/A] **76**  
*IntraMail* will play your mailbox name in the voice prompts instead of your mailbox number.

**OP Mailbox OPTions** [MBOX OPTS] - [N/A] **67**

The mailbox options are as follows:

<b>S</b>	<b>S</b> ecurity Code [SEC CODE] - [SEC] Changes or erases your mailbox security code.	<b>7</b>
<b>N</b>	<b>M</b> essage <b>N</b> otification [NOTIFICATION] - [NTFY] Calls co-worker or outside number when you get msg.	<b>6</b>
<b>AT</b>	<b>A</b> uto <b>T</b> ime <b>S</b> tamp [TIME STAMP] - [TIME] Plays the msg time, date and sender after the msg.	<b>28</b>
<b>#</b>	<b>E</b> xit Menu [EXIT] - [EXIT]	<b>#</b>

**TI Time and Date** **84**

**SA Sys Admin Options** (For Admin Mailboxes only) [SYS ADMIN] - [N/A] **72**

	Select Listen Mode [MSG LIST] - [N/A]	
<b>IN</b>	Select New Message List [NEW MSGS] - [N/A]	<b>16</b>
<b>IS</b>	Select Saved Message List [SAVED MSGS] - [N/A]	<b>17</b>
<b>1A</b>	Select All Message List [ALL MSGS] - [N/A]	<b>12</b>
	These options are also available while listening to a message.	

**X EXit Mailbox** [EXIT] - [EXIT] **9**

**Calling Your Mailbox and Accessing the Main Menu**

**To call your mailbox from outside the company:**

1. Dial company phone number \_\_\_\_\_.
2. Wait for the Automated Attendant to answer.
3. Dial # and your mailbox number.
  - Optionally dial \* and a co-worker's mailbox number to leave them a message.
  - The codes in your system may be different.

**To call your mailbox from your extension:**

1. Press MW.
  - From a single line extension, lift handset and dial \*8 instead.

**To access a feature from your mailbox's Main Menu:**

1. Dial the letters shown to the left of the feature name.
  - The corresponding numbers are shown to the right.
  - The letters you dial match some of the letters in the feature name.
  - To get a recorded help message, press 0.