



### Important!

Your phone and voice mail use the same passcode!

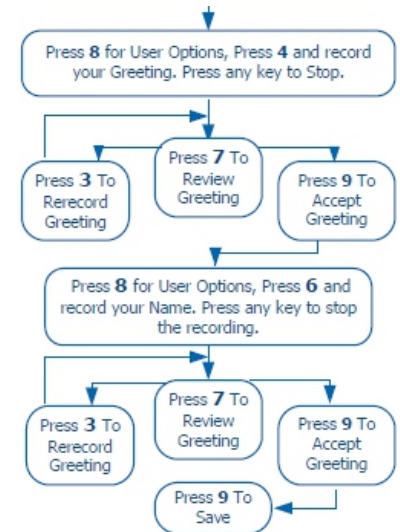
When you first login to your phone please press the voice mail key or dial **58800** to change your passcode and setup your voice mail.

This is to ensure your phone and voice mail remain secure.

### Setting up your Voice mail

- Press the on-screen voice mail button or dial **58800**
- Enter your voice mail passcode (this was emailed to you)
- Listen to the tutorial and press **8** to begin setup
- Press **7** when prompted to change your passcode (Your phone 'hotdesk' passcode will also change)

### Setting up a Voice mail greeting



### USER OPTIONS

- Change Greeting **4** GHI
- Change Name **6** MNO
- Change Passcode **7** PQRS
- Distribution Lists **5** JKL
- Call Schedule Options **2** ABC
- Tutorial **8** TUV
- Exit to Main Menu **9** WXYZ
- Fax Delivery Options **3** DEF

### PLAY VOICE MESSAGE

- Play **7** PQRS
- Answer **2** ABC
- Give **4** GHI
- Keep **5** JKL
- Make **6** MNO
- Discard **3** DEF

### ANSWER OPTIONS

- 8** TUV \*Voice Mail Answer
  - 3** DEF \*Dial-back and delete message
  - 5** JKL \*Dial-back and keep message
- \*Answer and Dial-back options must be enabled.

### MAIN MENU

- |               |              |               |                       |
|---------------|--------------|---------------|-----------------------|
| <b>1</b>      | <b>2</b> ABC | <b>3</b> DEF  |                       |
| <b>4</b> GHI  | <b>5</b> JKL | <b>6</b> MNO  |                       |
| <b>7</b> PQRS | <b>8</b> TUV | <b>9</b> WXYZ | Exit/Close            |
| <b>*</b>      | <b>0</b>     | <b>#</b>      | Transfer to Extension |
- Transfer to Operator

### CALL DIRECTOR ADMINISTRATION

- Enable/Disable Override **1**
- Record Greetings Message **2** ABC

### MAKE MESSAGE

- Review **7** PQRS
- Discard **3** DEF
- Append **2** ABC
- Exit to Main Menu **9** WXYZ
- Message Addressing Options **6** MNO

### PLAY E-MAIL MESSAGE

- Play **7** PQRS
- Keep **5** JKL
- Delete **3** DEF
- Exit to Main Menu **9** WXYZ