

Your Personal voice mail #: Same as current number

Your Temp Password is: \*1234\*

## Logging In:

Call your personal voice mail number.

While greeting plays enter \*password and then \*

## First time users may wish to use the Tutorial Mailbox Setup

From the main menu you can press \* at any time you log into your mailbox, this will start the tutorial process, which will "walk you through," your first time mailbox setup with a new greeting, name tag and password.

## 5 To play messages.

- 3 To delete
- 5 To keep
- 6 To proceed to next message
- 8 Transfer message to another user
- 9 Return to main menu

### While Listening To Messages:

- Press 1 to Backup 8 seconds
- Press 2 to Advance 8 seconds
- Press 3 to Delete message
- Press 5 to Keep message
- Press 6 to Next message
- Press 7 to Reply to message from another user
- Press 8 to Transfer message another user
- Press 9 to Return to previous menu
- Press 0 to Pause on message
- Press # to hear calling parties number

## 6 Modify system options

### 2 Start a conference call (optional feature)

### 5 Modify group lists

- Enter the list number 1-20
- 5 to listen to list members
- 2 to add list members
- 3 to delete list members
- 9 to return to previous menu

### 7 Modify password, greetings, voice signature and availability

- 2 Change availability
  - 1 available/unavailable
  - 9 return to previous menu

- 6 Change outgoing greetings
  - Enter greeting number 1-9
  - 5 Save greeting
  - 7 to record greeting
  - 6 to bring up next greeting

## 6 Modify system options (continued)

### 7 Modify password, greetings, voice signature and availability

#### 7 modify password

- Enter your new password 4 to 6 digits
- Re-enter/confirm password

#### 8 voice signature

- 5 to keep/save voice signature
- 7 to record voice signature

## Special/Optional Features

**Message Connect:** connect to callers that left you a message  
 # to hear Caller ID of the caller who left the message

- 1 to connect to the calling party
- 2 to enter another number
- 8 to return to your voice mail box

### Calls transferred to you:

2 to send a caller to a in process conference call

To forward a caller to another user or mailbox, "1 ext#, \*"

4 to place caller on hold and 4 again to retrieve caller

7 to record two way conversation, then email it to you

8 to transfer caller back to voice mail on originating mailbox

**Conference Calling 4 to 8 individuals .07cpm/per party.**  
 Contact Voicegram for setting up conference calling.

## Quick Reference - Dial ahead keys

**Change availability: 672**

**Change greetings: 676**

**Change password: 677**

**Change voice signature: 678**