

Voicemail Pro Initial Mailbox Setup

	Description:	Action:
Calling Voicemail:	<ul style="list-style-type: none"> ❖ Dialing into Voicemail. 	<ol style="list-style-type: none"> 1. From your desk, Dial *17. 2. From outside of the office call 607-758-4140.
Log In:	<ul style="list-style-type: none"> ❖ Logging into Voicemail. ❖ You will need to put in your extension number followed by the # sign. ❖ You will be asked to put in your password as well, followed by the # sign. 	<ol style="list-style-type: none"> 1. Dial your extension, followed by the # sign. 2. Dial # when prompted for your password.
Password:	<ul style="list-style-type: none"> ❖ To ensure the security of your messages and the system, do not use a password that uses: <ul style="list-style-type: none"> ○ Ascending or descending digits. ○ The same digit. ○ Your extension number. 	<ol style="list-style-type: none"> 1. When prompted, dial your new password, followed by the # sign. <ul style="list-style-type: none"> ○ Passwords can be 4 to 15 digits in length. 2. When prompted, reenter your new password, followed by the # sign.
Record Name:	<ul style="list-style-type: none"> ❖ Other subscribers who address mail to you either by extension or name will hear your name as confirmation that they have addressed their mail correctly. 	<ol style="list-style-type: none"> 1. Press 1. <ul style="list-style-type: none"> ○ Record your first and last name at the tone. 2. Press 1 when finished. <ul style="list-style-type: none"> ○ You will hear your recording. ○ Press 1 to rerecord. ○ Press # to approve.
Record Greeting:	<ul style="list-style-type: none"> ❖ The system sends a call to your mailbox if you are unable to answer it. ❖ The caller will hear your greeting. 	<ol style="list-style-type: none"> 1. Press 3 to administer greeting. 2. Press 1 to record a greeting. 3. Press 1 to indicate greeting 1. <ul style="list-style-type: none"> ○ Speak your greeting at the tone. 4. Press 1 to stop recording. <ul style="list-style-type: none"> ○ To review Press 23. ○ To delete Press *D. 5. Press # to approve. 6. Press 1 to activate the greeting for all calls.

LOG IN

- Dial into your Voicemail system
- Enter in your extension number followed by the # sign.
- Enter in your password followed by the # sign.
- You are now logged in to voicemail.

ACTIVITY MENU

- 1 Record and Send Messages
- 2 Get Messages
- 3 Greetings
- 5 Personal Settings
- 7 Scan Messages Quickly

Basic Commands

- * 4 Help
- * 7 Return to Activity Menu
- * 8 Transfer
- * * 9 Exit Voicemail

Enter ext. #'s

Record

- 1 Record

Editing

- 1 Start/Stop
- 2 Rewind
- 5 Replay
- 3 Delete
- * # Approve

Addressing

- # After each extension
- * 3 Cancel Addressing
- * 5 Use Mailing List

Send

- # Send
- 1 Private
- 2 Priority

Header

- 0 Skip
- 2 3 Replay

Play Controls

- 2 Restart
- 3 Play/Pause
- 5 Back up
- 6 Advance

End of Message

- * 3 Delete
- # Save
- 1 Reply
- * 8 Undelete

Reply

- 1 9 With original
- 1 6 Without original
- 2 Forward with comment
- 4 New message

Greeting

- 0 Listen to a greeting
- 1 Create, Change, Delete
- 2 Scan All
- 3 Activate
- 4 Administer Call Types

Listen/Edit

- 0 Replay
- 1 Record
- 3 Delete
- # Save

Call Type

- 1 All Calls
- 2 Internal
- 3 External
- 4 Engaged
- 5 No Reply
- 8 Default
- 9 Temporary

Personal

- 1 Mailing Lists
- 4 Password
- 5 Record Name

Mailing Lists

- 1 Create List
- 2 Scan Lists
- 3 Review/Modify
- * 5 Restart

Password

- # Enter New Password
- # Re-enter New Password

Scan Messages

- 1 Header and Message
- 2 Header Only
- 3 Message Only