



VOICE.DATA.SECURITY

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Log into the voicemail by dialing intercom 777 or by pressing the Message button.
Enter your extension number and your password. (Password will be # on initial setup)
Record your name (Initial setup only and for Dial by Name)
After Login your options are:

1. Record and send a message (Internal only)

- Press 1 to record and 1 to stop recording
- Press 1 to re-record
- Press 23 to playback
- Press *3 to delete
- Press # to save
- To send your message enter the extension or extensions you wish to send message to and then press #.

2. Get your Messages:

- Press 0 to listen
- Press 1 to reply/forward
- Press 3 Pause
- Press 5 rewind
- Press 6 to advance to end
- Press **7 to save message
- Press # to skip the message
- Press *3 to delete

3. Administer personal greeting:

- Press 0 to listen to greeting
- Press 1 to create, change or delete a greeting
- Press 3 to activate your recording
- Press # when finished

5. Personal Options:

- Press 4 to change your password
- Press 5 to change your name

6. Out calling Options:

- Press 1 to configure out calling
- Press 3 to change your out calling number
- Press 6 to turn off out calling
- Press 9 to turn on out calling
- Press *7 to return to menu options.

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