

SVMi 4e



Recording Main Voice Mail message (Company Greeting)

1. Access Voice Mail by pressing the programmed message button > **[VM MSG]** or **[VMADM]** button (if you have one on your phone). If you do not have either button access your system by dialing the voice mail hunt group number.

Voice mail will say “Enter your password.”

Note: Press * if you do not have a VMADM button or dialed the voice mail hunt group. You will hear the main company greeting.

Dial # and the mailbox number 0000

Enter default password – 0000 (unless changed)

Follow the prompts

“To edit system prompts press 1...”

Enter the greeting number. Day greeting 1001 and night is 1002

**** Don't forget to save the greeting by pressing the # sign.**

.....
Complete Voice Mail and User guides can be downloaded at the following link:

http://www.myipsystem.com/PDF/DCS_100si_User.pdf



.....

Recording General Delivery Mailbox

Access Voice Mail (programmed message button)

Press *

Dial # and the mailbox number _____ (usually 500 or 5000)

Enter default password – 0000 (unless changed)

Press 0

Press 5 to record a greeting, #71, #72 and no answer greeting.

Press # from Main Menu to change Password and Record Name and Directory Listing

Complete Voice Mail and User guides can be downloaded at the following link:

http://www.myipsystem.com/PDF/DCS_100si_User.pdf