

DISTRIBUTION LIST

You can create up to 9 lists with up to 99 entries in each list.

- LOG INTO YOUR MAILBOX
- Press 85
- Enter a number from 1 to 9 to identify this list, then press #
- Press 5 to create list
- Enter each mailbox number followed by #
- When list is complete press #

To delete a number or name after you enter it

- Press 0 #

LOG OFF

- Press 83 to log off before hanging up

EXPRESS MESSAGING

To simply leave a message to Voicemail

FROM YOUR DESK:

- Enter ext. 6000 (Express messaging)
- You will hear "Express Messaging to mailbox?"
- Enter the mailbox number of the person to whom you want to leave the message, followed by # key. You will hear either the person's name or mailbox number. Leave your message and hang up.

FROM OUTSIDE THE BUILDING:

- Dial 343-0055
- Enter ext. 6000
- You will hear "Express Messaging to mailbox?"
- Enter the mailbox number of the person to whom you want to leave the message, followed by # key. You will hear either the person's name or mailbox number. Leave your message and hang up.

TELEPHONE FEATURES

CALL TRANSFER:

TO TRANSFER A CALLER TO VOICEMAIL FROM A DIGITAL TELEPHONE:

- Press *Transfer* button
- Enter ext. 6000
- Enter mailbox number and # key
- Press *Transfer* button again

TO TRANSFER A CALLER TO VOICEMAIL FROM SINGLELINE TELEPHONE:

- Press *Switchhook*
- Enter ext. 6000
- Enter mailbox number and # key
- Press *Switchhook* again

CALL FORWARD

- All calls can be forwarded to your mailbox by activating call forward to ext. 6400 (Meridian Mail). The caller will receive your greeting and can leave a message.

VOICE MAIL USER GUIDELINES

Voice mailbox management is the responsibility of the user. The listed items should be used and reviewed on a regular basis.

- Review current messages and discard in a timely manner
- Respond to voice mail messages promptly (within 2 hours is recommended)
- Encourage callers to leave detailed messages, not just their name and number
- Take time to update and review your personal greeting, reflecting your current location, meetings, sick time, vacation, etc.
- When out of the office, check your voicemail on a regular basis
- Change your password periodically for security and privacy.

While listening to someone's personal mailbox greeting, you may press the "5" key to skip to the tone and leave your message.