

TO RECORD YOUR PERSONAL GREETING

- LOG INTO YOUR MAILBOX
- Press 82
- Press 1 to record your external (primary) greeting (must record)
- Press 2 to record your internal greeting. (Optional, if no internal greeting is recorded, all callers will hear your external greeting)
- Press 3 to record your temporary greeting (alternate/vacation). See below for details.
- Press 5 to begin recording
- Press the # key immediately when you have finished recording
- To hear your greeting, press 2
- If you wish to delete your greeting and re-record, press 76, press 5, re-record new greeting and press the # key
- Press 4 to exit

EXTERNAL GREETING SAMPLE (Required)

Hello, this is [your name]. I am not available right now, but if you leave your name, phone number and a short message, I will return your call as soon as possible. (If you wish to speak to someone immediately, please dial 0 and [name] will be glad to help you.) Optional

INTERNAL GREETING SAMPLE (Optional)

Hello, this is [your name]. I'm in today, but not able to answer my phone right now. If you leave your name, number and message, I'll return your call as soon as possible.

TEMPORARY GREETING SAMPLE (Vacation)

A temporary Greeting (press "3") can be used for situations where normal work routine is interrupted for a period of time.

Once you have recorded your temporary greeting, you can set an expiry date. If you do not set one, the temporary greeting will remain in effect until you delete it.

- ♦ To set the expiry date, press 9. Enter the month, day and time, press # after each entry. Enter 2 digits for the month and day and 4 digits for the time. (04-month 19-day 0800-time) You will be prompted for A.M. or P.M. For the current month or day, simply press #. Press ### to set "no expiry".

RECORD YOUR NAME FOR PERSONAL VERIFICATION

- LOG INTO YOUR MAILBOX
- Press 82
- Press 9
- Press 5 and wait for tone
- Record your name
- Press the # key
- To hear your recording, press 2
- To re-record, press 5 and the # key

CHANGE YOUR PASSWORD

- LOG INTO YOUR MAILBOX
- Press 84
- Enter your old password and # key
- Enter your new password and # key
- Enter your new password again and #

COMPOSE AND SEND A MESSAGE TO ONE OR MORE MAILBOXES

- LOG INTO YOUR MAILBOX
- Press 75
- Enter the mailbox number of the person to whom you are sending the message, followed by the # key
- Enter each mailbox number, followed by the # key
- When the list is complete, press # again
- Press 5 and record your message
- Press the # key
- Press 2 to review your message
- Press 70 to tag your message (optional)

TAG OPTIONS:

- Press 1 for urgent delivery
- Press 4 for private delivery
- Press 5 for acknowledgement
- Press 6 for times delivery
- Press 79 to send your message