NetVanta 7000 Series Mailbox User Guide

Log into Voice Mail

To log in from your own phone
1. Press the **Messages** button on your phone.
2. Enter your password (default password is **1234**).

To log in from another phone or check messages remotely
1. Dial your voice mail system access number. (Access number: 850)
2. Enter your extension.
3. Enter your password.

Listen to Messages

1. Log into your voice mail system.
2. Press 1 to listen to your messages. (If **Auto Play** is enabled on the system, the **Main Menu** options will be skipped and messages will play based on the date and time of arrival.)
3. Press 1 to skip the Date/Time and go direct to message.

Playback Options -PRESS
1 play message from beginning
4 play previous message
5 play envelope
6 play next message
7 delete or restore message
8 forward message
9 call sender
* return to Main Menu

Record Your Standard Greeting

1. Log into your voice mail system.
2. Press * to access the **Main Menu**.
3. Press 3 to access the Greetings Menu.
4. Press 1 to access the Standard Greetings options.

Standard Greetings Options - PRESS
1 enable standard greeting
2 review greeting
3 record greeting
4 delete greeting
* return to Greetings Menu

Main Menu Options - PRESS
1 listen to messages
3 record greetings
4 access mailbox options
5 check a different mailbox
* repeat these options

Change Your Password

1. Log into your voice mail system
2. Press * to access the **Main Menu**.
3. Press **4** for Mailbox Options.
4. Press **2** for Administrative Options.
5. Press **1** to change the password.
6. After the tone, enter your new four-digit password and press **#**.
7. Press * to return to Mailbox Options.

Quick Tips

To log in to your mailbox from another phone, dial **850** and enter *your* mailbox number.

To leave a message for another user, dial **840** and enter *their* mailbox number.