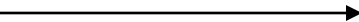


# TOSHIBA MESSAGING VOICE MAIL RECORDING

## INTERNAL

From any Internal Phone Dial Voice Mail Access Code: **500**  
When Auto Attendant Answers Press \*  
Press #  
Dial System Admin Mailbox: **100**  
Dial Password: **0000 (or Ext. + 997)**  
Press # for Administrator Options  
Press **2** to Record a Prompt  
Enter the Prompt Number   
Press **5** to Record  
Press **2** to Save

## EXTERNAL

Call Main **Phone Number**  
When Auto Attendant Answers press #  
*Now follow the same instructions from above starting at \*\**

### **System Admin Mailbox 100**

Prompt Numbers:

**111**= Simple welcome: "Thank you for calling \_\_\_\_\_."

**121**= Day operation: the rest of your greeting with instructions of what the caller can do during open hours

**141**= Night operation: the rest of your greeting with instructions of what the caller can do during night (if different options than day)

## Holiday or Bad Weather Greetings:

Access the Administrators' Mailbox **100** and press **1** for Emergency Greeting  
If previously recorded, press **1** to activate the greeting then hang up.

**OR**

To record new greeting, press **2** to Review Current Greeting, then

Press **1** = Review existing greeting

Press **2** = Save

Press **3** = Erase current greeting

Press **5** = Record new greeting

Once recorded and ready for use, activate the greeting; to return to the normal greeting, de-activate it.

## Other procedures available within the Administrators' Mailbox include:

Press **3** = Reset a mailbox password to **default**

Press **4** = Change operation mode from Day greeting to Night greeting

Press **5** = Record mailbox names

Press **7** = Set the date and time

## Additional Mailboxes to Record:

From any internal phone, dial Voice Mail Access Code: **500**

When Auto Attendant answers press \*

Press #

Enter the Mailbox Number

Dial Password

Press **3** for Personal Options

Press **2** to Record Greetings and record the Default Greeting