

Iwatsu VMI
VOICE MAIL INSTRUCTIONS

SET UP VOICE MAILBOX

Press "**MSG**" key and Follow Tutorial

Access your mailbox:

1. Press "**MSG**" key
2. System will ask you to enter your Passcode (if applicable)

To listen to *new* messages:

- ❖ Access your mailbox and press * key.
 - After listening to your messages you may
 - Press **1** to review
 - Press **2** to discard (delete)
 - Press **3** to save
 - Press **4** to forward
 - Press **7** to skip message
 - Press **8** for message information (date & time)

Tip: While listening to messages the * = rewind, 0 = pause and # = fast forward.

To listen to *saved* messages:

- ❖ Access your mailbox
- ❖ Press **1** to access the message folder
- ❖ Press **2** for saved messages

To send a message to another user:

- Access your mailbox
- Press **2** "make message"
- Record then press **4** and enter mailbox number
- Listen to prompts to confirm and send

To change user options:

- ❖ Access your mailbox
- ❖ Press **3** for User Options
 - Record user name Press 1

 - Record new greeting Press 2
 - Select active greeting Press 1
 - Record greeting Press 2
 - Play recorded greeting Press 3

 - Change passcode Press 3

Tip: Press 9 to exit the current menu and go back one level.

To retrieve messages while away from the office:

- ❖ Call the main phone number
- ❖ When auto attendant answers – press #
- ❖ Enter your mailbox number
- ❖ Enter passcode if you have one

Now you are in your mailbox just as if you were sitting at your desk.

There are many more options available to you, please feel free to explore.