

SVMi E Voicemail Instructions

Important features associated with your new voicemail

Accessing your mailbox:

Press the **Mailbox** button on the phone.
Enter password (default is 0000)

Voicemail setup: **EACH USER NEEDS TO SETUP YOUR MAILBOX**

Access your mailbox	Press Mailbox
For additional options	Press 0
<u>Greeting management:</u>	
For Personal greetings	Press 5
Verify correct greeting is playing	Press 1
Edit this greeting	Press 2
Select new personal greeting	Press 3
Review greeting	Press 4

(While listening to each of these options you will be prompted to review, edit and accept the recordings)

Personal Administration:

For Personal Services	Press #
Edit Stored numbers	Press 2 (Used for follow me feature)
For Personal Administration	Press 7
Change password	Press 1
Record name	Press 2
Enter Directory	Press 3

Listening to messages:

Messages are set to auto play with message information as soon as you enter your mailbox.

To save	Press 2
To discard (delete)	Press 3
To forward a copy to another person	Press 6

Shortcut tips:

Rewind	Press 7	Change volume	Press 77
Pause	Press 8	Skip to next message	Press #
Fast forward	Press 9	Change playback speed	Press 99
Repeat options	Press 0	Play message information	Press 00
Return to menu	Press *	Scan messages	Press ##

Additional Options: **Press 0 for additional options**

Access Manager: Press 4

Find Me: Alternate location(s) where you can be reached to receive your calls. Locations are entered in the stored numbers section of Personal Administration above.

Mailbox Administration: Press 6

Set message notification to cell phone	Press 1
Review undelivered messages	Press 4
Toggle Auto play of messages on or off	Press 5
Toggle Auto play of messages information on or off	Press 6

Other shortcuts:

Transfer a call straight to a persons' mailbox for caller to leave a message:

Press Voicemail Transfer and dial extension number, then hang up

Retrieve messages after hours: Call office and press #, then enter your mailbox number

Direct messaging: Press #plus mailbox number to leave another person a message

Self memo: Press ## to leave yourself a reminder

Divert caller to mailbox: Press * while call is ringing your phone