

TOSHIBA STRATAGEY VOICEMAIL

TO SET-UP YOUR VOICEMAIL FOR THE FIRST TIME

Pick-Up Handset

Dial 500 (This is the Voicemail Access Code)

Enter the Default Security Code (Your extension number _____ +997#)

EXAMPLE: The Default Security Code for Ext 100 is 100997#

Follow the Tutorial

Record Your Name

Record your name only

Record a Personal Greeting

Example:

You have reached the office of _____.

I am out of the office or on another line.

Please leave a message after the tone

And I will return your call. If you need

immediate assistance dial _____.

Enter a Personal Security Code

Enter a number that is easy for you to remember. Your personal security code must be at least four digits.

TO CHECK MESSAGES WITH MESSAGE LIGHT BLINKING

Press MSG Button

Enter your Security Code and Press #

TO CHECK MESSAGES WITHOUT MSG LIGHT

Dial 500

Enter your Security Code and Press #

TO CHECK MESSAGES FROM OUTSIDE THE BUILDING

Call Main Number

When You Hear Company Greeting, Press *

Enter User ID (Ext. Number) and Press #

Enter Personal Security Code and Press #

Listen to System Prompts

NOTE: If employee answers they can put you into your VM by pressing TRANS VM and your Ext. When you hear your greeting start press *. Then it will ask you to enter your User ID and your Security Code.

LISTENING TO MESSAGES

- | | | | |
|---|-----------------------------|---|---------------------|
| 1 | PLAY the Next Message | 9 | RETURN to Main Menu |
| 2 | SAVE the Current Message | 4 | PAUSE/RESUME |
| 3 | DELETE the Current Message | * | Back up 5 Seconds |
| 5 | FORWARD the Current Message | # | Advance 5 Seconds |
| 6 | REPLY to Current Message | | |

SENDING A MESSAGE TO ANOTHER USER

Press 2 Send Messages

Enter the Extension Number of the Person to Send the Message To and then Press #

TO BYPASS SOMEONE'S GREETING AND GO DIRECTLY TO RECORD A MESSAGE

When listening to a personal greeting

Press #

MANAGE YOUR MAILBOX

- | | |
|---------|--|
| 1 | Change Your Greeting |
| 2 | Change Your User Options |
| Press 3 | To Change Your Security Code |
| Press 6 | To Re-record Your Name |
| Press 7 | To Change Message Notification Options (Schedule 3 is cell phone ON/OFF) |