



GETTING STARTED

Externally:

When you hear the greeting dial 9 followed by Ext. Number.

Internally

- Dial V.M. Access Code:
708-709-7755
OR Press V.M. Key on phone
- Dial your Personal I.D. 9 _____
("9" followed by Ext. no)
- Record your name ...
FIRST and LAST NAME *only!*
- Choose your directory listing...
Press "1" for YES, to be listed
- Record your STANDARD greeting
Press * when you are finished
.....
"Hello, this is _____."

I am unable to take your call right now. Please leave your name, number, and a brief message, or for immediate assistance, dial zero for the Operator.
.....
- Set your Security Code 93 to 10 digits).
Press * when finished. Enter again to confirm.
- To save all the above entries, when "Are you satisfied?" prompt is given, Press "1" for YES.

Press *** to exit Voice Mail; Hang Up.

REPARTEE VOICE MAIL USER INSTRUCTIONS Main Menu "1" = YES "2" = NO

- Checking New Messages: (during playback)
Would you like to check new messages?
 - Press "5..5" to Raise Volume
 - Press "7" to go backward in message
 - Press "8" to Pause
 - Press "9" to go Forward
 - Press * to skip message and save as new
 - Press "222" to delete message completely
 - Press "2" to redirect or archive (save)
 - Press "221" to archive immediately
- Leaving a Message:
Would you like to leave a message?
 - Press "8" to Pause
 - Press ## to switch from choosing Ext. to name
- Reviewing Old Messages:
Would you like to review/redirect old messages?
"1" = YES "2" = NO
Redirect the message?
"1" = YES "2" = NO
(Sends the message to another VM user)
Archive the message?
"1" = YES "2" = NO
(Saves message for a specified number of days. Must archive each time message is heard in order to save again)
- Change Set-Up Options:
Would you like to change your Set-Up Options?
"1" = YES "2" = NO
Includes the following options:
Greeting Options ... (4)
Standard Greeting
Alternate Greeting

CHANGE YOUR GROUPS

Transfer and Delivery Options:

To Change Transfer Options
YES (1) Phone Rings before going to voice Mail
NO (2) Phone Does Not ring – Goes directly to voice mail
Note: Delivery Options ...
Work phone, Home phone, Pager
(Check with System Manager)

Personal Options:

Change Security Code
Change your recorded name

.....

TO TRANSFER A CALLER INTO SOMEONE'S VOICE MAIL:

- Press Transfer key
 - Dial V.M. Access Code: _____
 - If Security Code is requested. Press #key
 - Dial Person's Ext. No. followed by "w"
 - Hang Up
-

TO LEAVE A MESSAGE ALLOWING FOR REPLY:

- Dial person's extension number
 - Hear their personal greeting begin
 - Enter "9" and your Ext. No.
 - Enter your Security Code (if requested)
 - Press "1" (YES) to leave message
 - Record after the beep
-