

Logging into the Voice Mail System

At Office

- 1.) Lift Handset & Push Intercom Button.
- 2.) Dial 4165
- 3.) Press the # and the 6.
- 4.) Press the \* and your own extension number.
- 5.) Enter Password
- 6.) Follow Menu

Calling in from Outside

- 1.) Call the main number.
- 2.) If the voice mail answers, start at step 3 from above.
- 3.) If a live person answers, have that person transfer you to extension 165 and then after the voice mail answers, start at step 3 from above.

FINAL PROGRAMMING

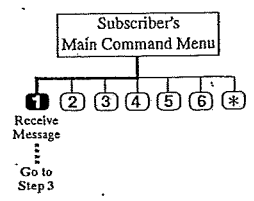
VM - FWD / ON

- 1.) Lift Handset & push Intercom.
- 2.) Dial \* 7105
- 3.) Wait for tone and then hangup.

VM - FWD / OFF

- 1.) Lift Handset & push Intercom.
- 2.) Dial \* 7100
- 3.) Wait for tone and then hangup.

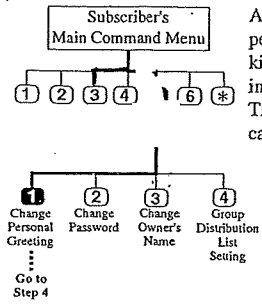
Receiving Messages



The VPS plays new messages and saved messages in your mailbox with the information of the message sender and the recorded date respectively.

- 1 Log in the main command menu.
  - The VPS tells you the number of messages.
- 2 Press 1 to use the Receive Message menu.
  - The VPS tells you the number of messages. Then it plays the messages.
- 3 Press 0 to listen to the whole menu (for Help).
  - You can end your call by pressing # 9 .

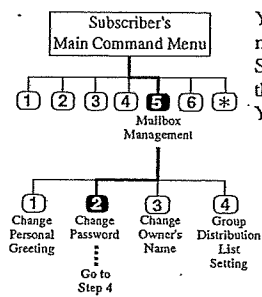
Recording Personal Greetings



After reaching your mailbox, callers will hear your personal greeting messages first. You will record three kinds of the personal greetings: (1) No Answer Greeting, (2) Busy Greeting and (3) After Hours Greeting. The VPS plays one of them as appropriate by each call.

- 1 Log in the main command menu.
- 2 Press 3 for Mailbox Management.
- 3 Press 1 to record a personal greeting.
- 4 Press 1 - 3 to change the greeting.
  - The VPS tells you the current personal greeting (if it exists).
- 5 Press 1 to record a greeting.
- 6 Record your greeting and press 1.
- 7 Press 2 to accept.
- 8 Confirm your setting and press 2 to accept.
9. \* # To Go Back 1 Step

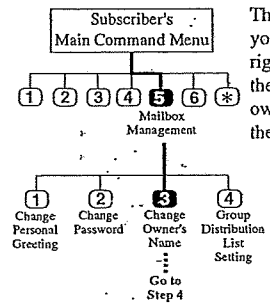
Changing Your Password



You have the option of assigning a password to your mailbox to prevent someone else accessing it to receive Subscriber's Service. A password should be no longer than eight digits and the valid keys are from '0' to '9'. You can change it at any time.

- 1 Log in the main command menu.
  - 2 Press 3 for Mailbox Management.
  - 3 Press 2 to change the password.
  - 4 Press 1 to set the mailbox password.
  - 5 Enter the password and #.
  - 6 Press 2 to accept.
    - The VPS tells you the password.
- For your password, avoid setting it to obvious combinations of numbers.
- If you forget your password, have your System Manager delete it, then you can assign a new one.

Recording Your Name



This recording is played for callers who have reached your mailbox. This assures them that they are in the right mailbox. In addition, when a caller is specifying the mailbox by entering first three or four letters of the owner's last name, the VPS will announce a series of the recorded names among which they can select.

- 1 Log in the main command menu.
  - 2 Press 3 for Mailbox Management.
  - 3 Press 3 to record the owner's name.
  - 4 Press 1 to record a new one.
  - 5 Record your name and press 1.
    - The VPS tells you the owner's name.
  - 6 Press 2 to accept.
- Record the name by which most people know you.
- If a name has been already recorded, the VPS plays the recording for you. You can then make a new recording.