

Logging into the Voice Mail System

At Office

- 1.) Lift Handset & Push Intercom Button.
- 2.) Dial 165
- 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 - 165.
- 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.

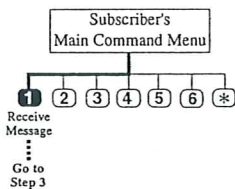
Tip

Step 3 —

You do not have to listen to the whole menu if you do not wish to.

- 1** Repeat this message
- 1 1** Play the previous message
- 2** Play the next message
- 3** Erase this message
- 4** Reply
- 5** Rewind
- 6** Fast forward
- 7** Transfer
- 8** Message scan

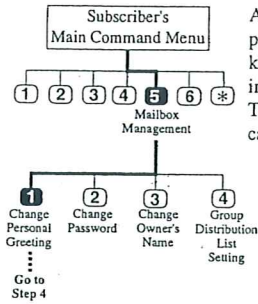
Receiving Messages



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**.

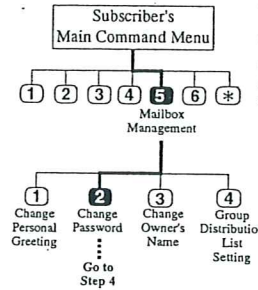
Recording Personal Greetings



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 **5** 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

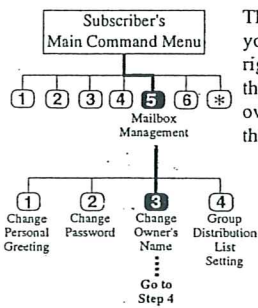
Changing Your Password



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 **5** for Mailbox Management.
 - 3 Press **2** to change the password.
 - 4 Press **1** to set the mailbox password.
 - 5 Enter the password and **#**.
 - The VPS tells you the password.
 - 6 Press **2** to accept.
- 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 **5** for Mailbox Management.
 - 3 Press **3** to record the owner's name.
 - 4 Press **1** to record a new one.
 - The VPS tells you the owner's name.
 - 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.