VOICE MAIL

A steadily flashing light on your phone's corner LED and stutter dial tone signifies that you have unheard messages.

Logging Into the Main Menu

- To log in to the main voice mail menu, lift the handset, press " **Voice Mail**" Button on the phone, then dial your password followed by **#** . (Your default password is 1234 or 4321.) IF you do not know your password then contact EXT. 5214 or email spotter@ginw.org and I will reset it for you.

Logging In from another Extension

- To log in to the main voice mail menu from another extension, press" **Voice Mail**" Button on the phone, followed by your password, and then **#**.
- To log in to the main voice mail menu from an **analog** phone, press " **Voice Mail**" Button on the phone, then your extension, followed by your password, and then **#** .

Logging In from an External Phone

- To log in to the main voice mail menu from an external phone, dial the voice mail access number provided by your system administrator **(308-385-6389)**, press **#**, then your extension, then your password followed by **#**.

This is the Menu you will hear on the Phone. Please pay attention to the Messages.

1) Listening to and Interacting with New Messages

From the Main Menu, you can listen to and replay new messages by pressing **1**.

> To interact with new messages, press one of the following:
>
> **(1)** Replay the message
> **(2)** Save the message
> **(3)** Delete the message
> **(4)** Forward the message
>> After recording the prefacing remark, press:
>> (#) If correct
>> (1) Review
>> (2) Rerecord
>> (*) Cancel recording
>> After addressing the message, press 1 to mark it urgent.
>
> **(5)** Reply to the message
>> Choose one of the following options:
>> (1) Reply with a voice message
>> (2) Reply with a call back
>> (*) Return to the previous menu
>
> **(6)** Hear the envelope information (time and date sent, user's name recording)
> **(7)** Move back
> While listening to a message, you may "rewind" to several seconds earlier in the message.
> **(8)** Pause

(9) Move forward
While listening to a message, you may "fast forward" to several seconds later in the message.
(#) Continue to next message

2) Sending Messages from Voice Mail

From the Main Menu, you can send messages by pressing **2**.

The following options are available while recording your message:

(*) Cancel
(#) Done recording
(1) Review
(2) Rerecord

After you are satisfied with your recording, you will be prompted to enter the recipient's extension. At this time, you have the option to press:

(0) Additional addressing options
(1) Look up recipient by name in a directory
(2) Send a personal distribution list
(3) Broadcast to all extensions
(*) Cancel addressing options

After the message is addressed, if desired, you can press:

(1) Mark / unmark urgent
(2) Request return receipt

3) Listening to Saved Messages

From the Main Menu, you can listen to saved messages by pressing **3** .

To interact with saved messages, press any one of the options under "Listening to and Interacting with New Messages" on page 1 (except for option 2).

7) Mailbox Options

Press **7** to access various options for your personal mailbox, then press one of the following:

(1) *Record personal greeting*

NOTE When you record a personal greeting, it is linked to the active call handling mode.

Record your personal greeting for the currently active mode at the tone and press **#** , then select from the following options:

(#) Accept
(1) Review
(2) Rerecord
(3) Delete
(*) Cancel

(2) *Choose call handling mode*
For more information on call handling, see "Changing Call Handling Mode and Forwarding". The following modes and options are available:

> (1) Standard
> (2) In a Meeting
> (3) Out of the Office
> (4) Extended Absence
> (5) Custom
> (*) Cancel

(3) *Reassign extension – "DO NOT USE THIS WITH OUT PERMISSION"*
If you have the proper permission, you can assign your extension to any system phone. The following options are available:

> (1) Assign the extension
> (2) Unassign the extension (The phone reverts to the extension originally ssigned to it.)

(4) Set your password
Enter your new password, followed by **#** and repeat to confirm. Press ***** to cancel.

(5) *Disable or enable envelope information*
Use this option to enable recipients of your messages to hear the date and time of your message's delivery as well as your name.

(6) *Record your name*
Press **#** when you are finished recording your name, then chooses from the following
Options:

> (*) Accept
> (1) Review
> (2) Rerecord
> (3)Delete and use default system recording
> (*) Cancel

(7) *Listen to your deleted messages*
As a safeguard against accidental erasures, the system retains deleted messages for a few hours. To listen to your deleted messages, press **7** . Voice mail plays all the deleted messages still available to the system. During playback, you can manage deleted messages as if they were newly arrived messages. Press **2** to restore the deleted message to a saved message.

(8) *Remove deleted messages*
The following options are available:
> (1) Confirm
> (*) Cancel

(9) *Additional options* **"DO NOT USE THIS OPTION UNLESS YOU HAVE MS OFFICE OUTLOOK"**
The following additional options are available:
> (1) Enable or disable Outlook automated call handling
> (2)Change e-mail delivery options
>> (1) Disable e-mail delivery
>> (2) Enable e-mail delivery
>> (3) Enable email delivery with voice message attached
>> (8) Mark voice messages heard after e-mail delivery
> (3) Change agent state
>> (1) Log in and assign extension
>> (2) Log out
>> (3) Log in without assigning extension
> (5) Change Find Me forwarding state
> You're Find Me forwarding destination is a temporary number where all calls are forwarded when enabled. Set this destination in Personal Call Manager or Web Access (See Below for more info on web Access).
>> (1) Enable
>> (2) Disable

> (*)Previous menu

(8) Log Off

(9) Return to Auto-Attendant

(0) Transfer to Assistant

(#) Hear Mailbox Status
> Select this option to hear the number of unheard messages.

Web Access can be used by anyone, all you need to do is type in your web browser the following:

http://nwphone/login/

Your login will be your email login. (Example: Jane Doe, jdoe), Password: changeme
You will be required to change this password first time logged in.
You will be able to see staff phone number and call information dealing with your phone.
Any question call your Network Phone Manager.