



Program VMail Button

1. Leave handset down press CONF, then press button labeled VMail.
2. If this is only your phone dial 4000, else dial 4040. Press CONF. Done.

To Listen to Voice Mail Messages

From your Own Extension:

Lift handset, press VMail button, At Main Greeting press #, mailbox number and security code

From a Different Extension:

Lift handset, dial 4040, At Main Greeting press #, mailbox number and security code

From Outside The Office:

Dial 586-648-2500

At Main Greeting press #, mailbox number and security code

Listen to New Messages

Access your mailbox, press 1 to listen to saved messages

Press 4 to delete a new message, or press 5 to save a new message

Review part of a Message

While playing a message, press 3 and the message will back-up 5 seconds.

Repeat a Message

While playing a message, press 6 and the message will restart.

Listen to Saved Messages (Messages are saved for 21 days)

Access your mailbox, press 5 to listen to saved messages

Press 4 to delete a saved message, press 7 to skip and move to the next saved message

Change Name, Greeting or Change Your Security Code After Initial Set-Up

Access your mailbox, at main menu press 3 for Phone Manager

Press 1 for Personal Options:

Press 3 to re-record your standard greeting

Press 4 to change your security code

Press 5 to re-record your name