



## ***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 586-725-3542

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