

UM4730 VOICEMAIL QUICK REFERENCE GUIDE

“PERSONAL ID” is your Extension.

“PASSWORD” is your Security Code.

Press # to **Skip** or **Move Ahead**

HOW TO INITIALIZE YOUR MAILBOX:

1. From your telephone: Dial Voice Mail Ext. 7600
2. You will hear a Tutorial. Follow instructions carefully.
3. You will be prompted to enter a password. The default password is 1234

HOW TO RETRIEVE YOUR MESSAGES FROM YOUR TELEPHONE:

1. Dial Voice Mail Ext. 7600
2. When prompted enter your password to play your messages

HOW TO LEAVE MESSAGES FOR OTHER EMPLOYEES FROM YOUR TELEPHONE:

1. From your telephone: Dial Voice Mail Ext. 7600
2. When prompted, Enter your password
3. Press the 5 key on your dial pad
4. When prompted, enter the Extension you wish to leave a message for
5. Record your message
6. Follow the Prompts.

HOW TO RECEIVE YOUR MESSAGES FROM ANOTHER EXT.:

1. Dial Voice Mail Ext. 7600
2. At voice prompt to “enter your password”, Press #.
3. Enter “9” plus your “Personal ID”, (Your ID is your extension).
4. When prompted, enter your password to play messages.

HOW TO RECEIVE YOUR MESSAGES DURING AND AFTER BUSINESS HOURS FROM OUTSIDE YOUR OFFICE:

1. Dial 845-758-7600; wait for the voice mail system to answer.
2. When you hear the Greeting, Press 9 + your 4 digit mailbox number
3. When prompted enter your password.

FROM THE MAIN MENU

To Leave messages	Press 5
To Review Old Messages	Press 6
To Change Setup Options	Press 7

WHILE LISTENING TO A MESSAGE

To Repeat the message	Press #
To Save a Message	Press 7
To Delete a Message	Press 6
To Skip a Message	Press 5
Reply to the Message	Press 4
Mark as New	Press 0

HELPFUL SHORTCUTS

To change greetings	Press 7 4
To change password	Press 7 7 4
To change your recorded name	Press 7 7 5
To change message notification	Press 7 6 5