

Voicemail Quick Reference

Getting started:

YOU WILL INITIALIZE YOUR MAILBOX BY PRESSING THE MESSAGE SOFTKEY AND FOLLOWING THE PROMPTS.

NOTE: IF YOU ARE NOT THE FIRST LINE ON THE PHONE YOU WILL NEED TO PRESS THE * BUTTON NEXT. THE SYSTEM WILL ASK FOR A USER ID.

*****NOTE - WHEN THE SYSTEM ASKS FOR YOUR ID IT IS REQUESTING YOUR PERSONAL 4 DIGIT PHONE EXTENSION WITHOUT THE 330 (IE: 1982, 2156, 2198 ... ETC.)*****

Use the default password. 142536

Record your Name

Record a Personal Greeting

Set a Permanent Password

Choose a directory listing status

Primary menu:

To Hear New messages Press 1.

To Send New messages Press 2.

To Review Old messages Press 3.

To Access Setup Options Press 4.

Subscriber message order:

New Urgent messages are played first.

New voice messages.

Saved voice messages.

These options may be used when listening to a new message or when reviewing old messages:

To repeat a message press 1.

To save a message press 2.

To delete a message press 3.

To reply to a message press 4.

To forward a message press 5.

To mark a message as new press 6.

To move backward in a message press 7.

To hear message summary press 9.

To send a message to another user:

From the primary menu press 2.
Enter the extension number and press #.
Record your message.
For message options press 1.
To send the message press #.

Set up options Shortcuts:

(Standard and Alternate Greetings)
Change Greetings - press 4,1,1.
Change Call Transfer – press 4, 1, 2.
Change Notification – press 4,2,1.
Change Password – press 4,3,1.
Change Recorded Name – press 4,3,2.
Change Directory Listing – press 4,3,3.

To check voice mail from an extension other than your own (while at the office) or if you are not on the first line of a phone:

Press the Messages button.
When the system answers – press *
Enter your extension number and #

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Enter your password and #

To check your voice mail from outside the Office:

Call 832-5008, when the system answers - press *

Enter your extension number and #

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Enter your password and #

For others to call into you from an outside line:

1. Call the regular building number – speak to the Receptionist- then be transferred to the phone or voicemail.

(Depending on the urgency of call.)

2. Call the automated transfer system then enter the ext. number.

(If the building has that feature and it may only go to voice mail.)

3. Call your direct line:

(Direct line number: 330+your Extension)

For the online tutorial go to:

http://www.cisco.com/web/learning/le31/le29/learning_ip_phone_basics.html

Select the 7940G model tutorial.

[John Gottstein](#) – Network Analyst - VoIP