

## VOICE MAIL QUICK REFERENCE GUIDE

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### TO SET UP YOUR VOICE MAIL BOX

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1. Pick up handset and dial **4897**
2. Press **U** for User options  
Press **P** for Pass code  
Enter a Pass code  
Follow Tutorial
3. Press **U** for User options  
Press **N** for Name  
Press **R** to Review  
Press **D** to Discard and record again  
Or press **X** to Exit & Save
4. Press **U** for User options  
Press **G** for Greeting  
Record greeting  
Press **R** to Review  
Press **D** to Discard and record again  
Or press **X** to Exit & Save

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### TO ACTIVATE CALL FORWARDING

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There are 3 basic options to choose from.

1. **“ALWAYS”** Call Forward  
Voice Mail will answer all calls.  
To activate: Pick up handset and dial **61 EXT # to forward to**  
To Cancel: Pick up handset and dial **#8**
2. **“BUSY”** Call Forward  
Voice mail will answer calls while you are on your line.  
To activate: Pick up handset and dial **62 4888**  
To cancel: Pick up handset and dial **##8**
3. **“NO ANSWER”** Call Forward  
Voice mail will answer calls if your phone is not answered.  
To activate: Pick up handset and dial **60 4888**  
To cancel: Pick up handset and dial **##8**

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### TO RETRIEVE MESSAGES

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1. Dial **4897** and enter pass code.
2. Press **P** to Play each message.
3. Press **D** to Discard or **K** to Keep (Save).

Note: If you Press **A** to Answer or **G** to Give a message. The person you are answering or giving the message to **MUST** have a voice mail box.

To retrieve messages remotely from another extension (internally):

1. Dial **4897**.
2. Ignore what is said and press the \* key.
3. Enter your extension (box number).
4. Ignore what is said and press the \* key again.
5. Enter your pass code.

To retrieve messages remotely from outside the system (externally):

Dial **718-4985** then follow steps 2 through 5 above. Note: This would be a long distance call for Bullhead City and Lake Havasu City users.

**REMEMBER:** You must always press the **U** to be in the USER OPTIONS menu. There are other options for your use such as: creating a message and sending it directly to another person's voice mail rather than calling and disturbing them; creating a distribution list to send one message to an entire division and more.

Perfect Paula walks you through each step for doing anything you wish. This system is programmed to allow you to press any key you wish at any time, rather than waiting for the prompts.

Hint: When you call another person internally and reach their voice mail, press the 5 key to interrupt that persons greeting and start recording your message to them.