

ELITE MAIL

Initial Mailbox Set-Up

- Press **VMS** button or dial **333**
- **Record your first and last name.**
- Dial * **to end recording** and review.(1=re-record/2=continue)
- Spell your name on the keypad (if requests, the first 3 letters of your last name).
- **Choose to be listed in the directory.** (1=YES/2=NO)
- **Record your greetings.** You can record different greeting for internal calls and external calls. 1 = YES for different greetings/2= NO for all callers to hear the same greeting. Dial * to end recording and follow prompts to continue.
SAMPLE GREETING: *You have reached the voicemail of (your name). I am currently on the other line or away from my desk. Please leave a detailed message at the tone and I will return your call as soon as possible. If you need immediate assistance please press 0. Thank you.*
- **Set your security code.** 1= if your want a security code (3-10 digits)/ 2= don't require a security code. Dial * to complete the code entry. Re-enter for confirmation and dial * to complete.
- **Dial 1 to confirm your personalized settings and open your mailbox** for use.

NOTE! Now that your mailbox is set-up you must forward your phone to your voicemail box when you are either on the other line (BUSY) or away from your desk (NO ANSWER). You only need to do this programming once. To do this:

Lift handset.

Enter 43 + 333 (master voicemail extension).

Replace handset.

To check your voicemail from your phone:

Press **VMS** button or dial **333**

Lift handset.

Enter security code

NEW MESSAGES= will not be deleted until you have listened to them.

SAVED/ARCHIVED MESSAGES= Once you listen to an OLD or SAVED message you must SAVE it again to keep it from being deleted IMMEDIATELY. SAVED = 90 days

To Transfer a caller directly to a co-workers voicemail: Press TRANSFER + co-workers extension (or DSS button) + 7 + Hang up handset.

To Check you voicemail from outside the office if you have auto attendant: Once you hear your company greeting play, Press 9 + your mailbox number, then enter your password (if have one) and you will be able to do anything from outside the office you can do inside the office.

Quick Disconnect from VMS = * * *