

PANASONIC VOICEMAIL USER GUIDE

SETTING UP YOUR VOICE MAIL BOX

- 1) From your phone, press the intercom key and dial 500 or press Voice Mail key.
(If setting up a phantom mailbox, dial #6* followed by your mailbox number)
Enter your password followed by the # key. (default password is _____)
- 2) Press the digit “4” for mailbox management
- 3) Press the digit “3” for name recording
- 4) When prompted, record your name (name only) see note 1
- 5) Press the digit “2” to accept it when asked
- 6) Now press the digit “2” for your password
- 7) When prompted, enter your new password followed by the “#” key
- 8) Press the digit “2” to accept it when asked
- 9) Now press the digit “1” for your personal greetings
- 10) Press the “1” again for your no answer greeting (only use this one)
- 11) Record your greeting after the tone then press the digit “1” when done see note 2
- 12) Press the digit “2” to accept it when asked
- 13) You can now hang up, your voice mail box is now set up

Note 1: an example of a name recording.....”Bob Smith” or Bob Smith extension 307”

Note 2: an example of a personal greeting.... “Hello, this is Bob Smith, I’m sorry that I was unable to take your call at this time. However, if you leave your name, number, and a brief message after the tone, I will return your call as soon as possible.”

Note 3: After performing a task, you may be prompted to press “2” to accept it. Make sure and press “2” to accept it, otherwise the setting or recording will not be saved.

Note 4: When you are in your mail box, you may press the “*” key to go back a menu level.

The typical voice mail box is set up with the following settings

- 1) maximum combined number of new and old messages.....50
- 2) maximum length of a message.....5 minutes
- 3) new message life span.....30 days
- 4) old message life span.....30 days
- 5) personal greeting length.....120 seconds

USING THE VOICE MAIL

- 1) First call the voice mail and enter your mailbox
 - a) from your phone press intercom and dial 500 or press Voice Mail key.
Note: If your Message light is lit, you can lift handset and press the MESSAGE key
 - b) from someone else s phone, press intercom and dial 500 or press Voice Mail key.
After voice mail answers, dial “#6*” then enter your mail box number.
 - c) from outside the office call main number, if answered live, asked to be transferred to 500. After voice mail answers, dial “#6*” then enter your mail box number.
- 2) If asked, enter your password followed by the “#” key
- 3) Press the digit “1” to receive your messages. During or after each message you can...
 - a) press ”1” to repeat the message
 - b) press “2” to hear the next message
 - c) press “3” to delete the message
 - d) press “5” to forward the message to another mail box

Note: During message playback the following options are also available.

- 1) Press “8” to pause and restart playback
- 2) Press “7” to do a short rewind
- 3) Press “9” to do a short fast forward

LEAVING QUICK MESSAGES FOR OTHER USERS

- 1) call into the voice mail and wait for an answer (intercom 500 or press Voice Mail key)
- 2) dial “#6” followed by the mail box number of the person you want to leave a message for
- 3) after the greeting and tone, record your message then hang up
Note: to skip the personal greeting a go straight to the beep, press the digit “2”

TRANSFERING CALLERS INTO SOMEONE’S MAIL BOX TO LEAVE A MESSAGE

- 1) while talking to the outside caller, press the Voice Mail key
- 2) press that person’s key on your phone if programmed. If no key is programmed, just dial that person’s mail box number
- 3) hang up