QUICK START GUIDE

VOICE MESSAGING

Your User ID is the same as your extension number (5 digits i.e. 1XXXX)

Your temporary password is **1 4 7 9 6 3**

Log into your mailbox

FROM YOUR PHONE

Dial *98
Enter your password and #

FROM ANOTHER PHONE

Dial *98
Press *

Enter your 5 digit mailbox and #
Enter your password and #

OFF PREMISES

Call 418-656-7777, extension 16050

Enter your 5 digit mailbox and #
Enter your password and #

Initializing your mailbox

The first time you access you mailbox, you must:

1. Record your name
2. Record a greeting
3. Change your password

Once logged onto the system, simply follow the directions provided by the voice prompts and the system will assist you through each of the following:

RECORDING YOUR NAME

1. At the tone, record your full name
2. Press # to stop recording
3. The system will play the recording back to you
4. Press # to save your recording

RECORDING YOUR PERSONAL GREETING

1. If you recorded your name, your default standard greeting is "Sorry John Doe is not available"
2. To maintain press #
3. To record a new recording, press 1
4. At the tone record your greeting
5. Press # to stop recording
6. The system will play the recording back to you
7. Press # to save your recording

To record again, press **1**

CHANGING YOUR PASSWORD

1. Your password must be at least **6** digits in length
2. Enter your new password and press **#**
3. Enter your new password and press **#** again

Most commonly used commands

Retrieve Messages

3	New
3 1	Saved
3 2	Deleted

During Message

1	Restart Message
2	Save
3	Delete
4	Slow playback
5	Change Volume
6	Fast Playback
7	Rewind Message
8	Pause/Resume
9	Fast forward
#	Fast forward to end
# #	Skip message, save as is
0	Help
*	Cancel or return to previous step

After Message

1	Replay Message
2	Save
3	Delete
5	Forward Message
6	Save as new/Restore as new
7	Rewind Message
9	Play message properties
0	Help
*	Cancel or back up

To change your greeting, password or name, from the main menu select option 4.

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