

Voice Mail Instruction Sheet

Dassel–Cokato

TO SET UP YOUR MAILBOX THE FIRST TIME

From your phone

Dial: 1100 or Voicemail Key

Enter: **default password** (your extension number)

Follow the prompts in the tutorial to change set password and record your greetings & name.

From any phone other than yours that has voice mail

Dial: 1100

Press: **

Dial: **Your extension number**

Enter: **default password** (your extension number)

Follow the prompts in the tutorial to change/set password and record your greeting & name.

PASSWORD: Can be anywhere from 4 to 10 characters in length.

PERSONAL GREETING (example): “Hello, you have reached _____, at _____. Today is _____. I am currently unavailable to take your call. Please leave a detailed message, including a phone number where you can be reached and I will return your call. If you require immediate assistance please dial 0.

TO RETRIEVE YOUR VOICE MAIL MESSAGES

From your phone

Dial: 1100 or your Voicemail key

Enter: **Your Password**

From another phone that has a voice mail

BOX (ALSO IF YOU SHARE A PHONE OR HAVE A MAILBOX ONLY)

Dial: 1100

Enter: **

Enter: **Your Mailbox Number**

Enter: **Your Password**

TO ACCESS VOICE MAIL FROM OUTSIDE THE OFFICE

Dial: 320–286–4100.

Enter: * and your mailbox number.

Enter: **Your Password.**

Your Mailbox Main Menu

Access your mailbox.

Press: (P) to play messages.

Press: (M) to make a message.

Press: (U) to access user options.

Press: (X) to exit the system.

Press: (#) to dial an extension.

Mailbox Options

Press (U) to access user options from the main menu.

The Mailbox User Options Menu

Press (G) to change your greetings.

Press (N) to change your name.

Press (P) to change your password.

Press (L) to change distribution lists.

Press (C) for call schedule options.

Press (X) to exit to the main menu.

QUICK OPTIONS:

Press: “2” to bypass a greeting to leave a message

Press: 1 to pause message

(1 to continue message playback)

Press: * to rewind message

Press: # to fast forward message

Press: 8 to skip a message

TO TRANSFER A CALLER TO A VOICE MAIL BOX TO LEAVE A MESSAGE

Press: Trans/Conf button

Dial: 1100 for voice mail

Dial: *, to bypass password option

Dial: Extension number

Hang up