

EXECUTONE IDS
VOICE MAIL USER GUIDE

To activate your mailbox from your own phone

1. Press VMS key from your own phone
2. When it asks for your access code dial your extension
3. Follow the instructions to change your access code and record your name
4. After accepting your name and listening to a brief introduction you will be at the main menu
5. For a personalized greeting choose option 3 at the main menu and follow the instructions to record your mailbox greeting

To activate your mailbox from another phone

1. Dial 436
2. Press the # key when you hear the greeting
3. Dial your mailbox number
4. When it asks for your access code dial your mailbox number
5. Follow the instructions to change your access code and record your name
6. After accepting your name and listening to a brief introduction you will be at the main menu
7. For a personalized greeting choose option 3 at the main menu and follow the instructions to record your mailbox greeting

How to transfer a Subscriber into the VMS System

1. While on call, press the TR/CON key
2. Dial the VMS System code, 436
3. Hang up

How to transfer a caller into a Mailbox (without ringing the phone)

1. While on call, press the TR/CON key
2. Dial 77 and the 4-digit mailbox number (usually the same as the extension number)
3. Hang up

How to enter the VMS System from out side or another internal extension (not your own)

1. Dial the VMS System code 436 from inside or dial 467-7875 from outside
2. Press # when you hear the Automated Greeting
3. At the prompt enter your mailbox number and then your access code
4. You will be at the main menu of your voice mailbox

Once you are in the voice mail system you only need to listen to the menus. Some of the more frequently used options once you are listening to your messages are:

- 1 – Repeats message from beginning
- 2 – Saves the message for 10 days
- 3 – Deletes the message (It will ask you to press # to confirm deletion)
- 5 – Message envelope will give you the date and time the message was received.
- 6 – Copy the message to another VM user. It will then ask you to choose with comments or without
- 7 – Rewinds the message
- 9 – Fast Forwards the message

The above menu will come up at the end of every message

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