



Mail Box Extension User Guide

NB: If you are in Direct Dial Mode put the extra (*) in

To Transfer a Call to Your Mail Box if you are using the phone	Dial (*) # * 1 # 88
To Cancel The Transfer to Mail Box if you are using the phone	Dial (*) # * 100
To Transfer All Calls to mail Box	Dial (*) # * 2 # 88
To Cancel Transfer All calls to Mail Box	Dial (*) # * 2 00

Suggest the above commands are entered into one-touch memories.

To Listen to new Messages

Step 1: Lift Handset. If there are new messages you will hear "You have new messages"

Step 2: Enter # Followed by your 4 digit password. You will then hear the following prompts:

Press 1 to listen to new messages

Press 2 to listen to saved messages

Step 3: When listening to messages you will be given the following options:

Press # to skip to the next message

Press * to replay current message

Press 0 to erase the message

Press 99 to erase all messages.

Transferring Calls to Mail Boxes

When transferring a call to an extension that has transferred calls to Mail Box, the caller will receive the following prompt:

"Your call cannot be connected, dial 9 to leave a message"

Changing Password

The factory default password is 1234.

To change the password:

Lift handset and dial: # 88

Voice mail prompts will then ask you to do the following:

Enter the extension number followed by #

Then enter the existing password followed by 3

Then enter the new password.

NB: If you forget your new password only the administrator can reset to the factory default 1234.