

## VOICEMAIL QUICK REFERENCE GUIDE

“PERSONAL ID” is your Extension.

“PASSWORD” is your Security Code.

Press # to **Skip** or **Move Ahead**

### HOW TO INITIALIZE YOUR MAILBOX:

1. From your telephone: Dial Voice Mail Ext. 7600
2. You will hear a Tutorial. Follow instructions carefully.
3. You will be prompted to enter a password. The default password is 1234

### HOW TO RETRIEVE YOUR MESSAGES FROM YOUR TELEPHONE:

1. Dial Voice Mail Ext. 7600
2. When prompted enter your password to play your messages

### HOW TO LEAVE MESSAGES FOR OTHER EMPLOYEES FROM YOUR TELEPHONE:

1. From your telephone: Dial Voice Mail Ext. 7600
2. When prompted, Enter your password
3. Press the 5 key on your dial pad
4. When prompted, enter the Extension you wish to leave a message for
5. Record your message
6. Follow the Prompts.

### HOW TO RECEIVE YOUR MESSAGES FROM ANOTHER EXT.:

1. Dial Voice Mail Ext. 7600
2. At voice prompt to “enter your password”, Press #.
3. Enter “9” plus your “Personal ID”, (Your ID is your extension).
4. When prompted, enter your password to play messages.

### HOW TO RECEIVE YOUR MESSAGES DURING AND AFTER BUSINESS HOURS FROM OUTSIDE YOUR OFFICE:

1. Dial 845-758-7600; wait for the voice mail system to answer.
2. When you hear the Greeting, Press 9 + your 4 digit mailbox number
3. When prompted enter your password.

### FROM THE MAIN MENU

To Leave messages	Press <b>5</b>
To Review Old Messages	Press <b>6</b>
To Change Setup Options	Press <b>7</b>

### WHILE LISTENING TO A MESSAGE

To <b>Repeat</b> the message	Press <b>#</b>
To <b>Save a Message</b>	Press <b>7</b>
To <b>Delete a Message</b>	Press <b>6</b>
To <b>Skip</b> a Message	Press <b>5</b>
<b>Reply to the Message</b>	Press <b>4</b>
<b>Mark as New</b>	Press <b>0</b>

### HELPFUL SHORTCUTS

To change <b>greetings</b>	Press <b>7 4</b>
To change <b>password</b>	Press <b>7 7 4</b>
To change <b>your recorded name</b>	Press <b>7 7 5</b>
To change <b>message notification</b>	Press <b>7 6 5</b>

### Message playback options

For	Press
SLOWER	4
SOFTER/LOUDER	5
FASTER	6
BACKWARD	7
PAUSE	8
FORWARD	9
EXIT	*

### Main menu

Task	Shortcut
CHECK NEW MESSAGES	4
LEAVE MESSAGES	5
REVIEW MESSAGES	6
CHANGE SETUP OPTIONS	7
CHANGE CALL TRANSFER, MESSAGE DELIVERY	7 6
CHANGE SECURITY CODE, VOICE MAILBOX NAMES	7 7
SWITCH PERSONAL GREETINGS	7 4 5

### To access your mailbox from outside your organization

1. CALL THE MESSAGING SYSTEM

845.758.7600

2. WHEN THE SYSTEM GREETES YOU,  
ENTER YOUR PERSONAL ID:

9 + Your 4-Digit Extension

YOUR SECURITY CODE:

### Quick message actions

Task	Shortcut
REPEAT THE MESSAGE	3 #
SAVE MESSAGE AS NEW (NEW MESSAGES ONLY)	3 0
CHECK THE NEXT MESSAGE	3 5
DELETE A MESSAGE	3 6
ARCHIVE A MESSAGE	3 7
HEAR WHEN THE MESSAGE WAS SENT	3 8
REDIRECT THE MESSAGE	3 9
EXIT QUICKLY (TOUCHTONE PHONES ONLY)	*

1 YES 2 NO

\* MAIN MENU

