

SETTING / CHANGING YOUR PASSWORD

Set Your Password

1. Press TRANS/PGM, then enter 31 to set your password.
2. Use the dialpad to enter a password (3 to 5 digits).
3. Press # to save the setting
 - A confirmation tone sounds.

Change Your Password

1. Press TRANS/PGM, then enter 32.
2. Enter existing password.
3. Use the dialpad to enter a new password (3 to 5 digits).
4. Press # to save the setting.
 - A confirmation tone sounds.

SETTING / CHANGING YOUR GREETING

After you log into your voice mailbox, you hear a prompt. You can then listen to and manage your messages.

At the prompt:

Press 2 to select the User Greeting option, then choose one of the following actions:

- Press 1 to **Play** your existing Greeting.

-or-

- Press 2 to **Record** your greeting at the prompt. Then, press # to save the recording.

-or-

- Press 3 to **Delete** the current greeting.

LISTENING TO & MANAGING MESSAGES

After you log into your voice mailbox, you hear a prompt. You can then listen to and manage your messages.

At the prompt:

Press 1 to select the Message option, then choose one of the following:

- 1 — Play or replay a message
- 2 — Save current message, then play the next one
- 3 — Delete current message
- 5 — Reply to current message
- 6 — Forward current message
- 7 — Call Back the outside or inside line that left the message
- 0 — Transfer message to Attendant station

* or # — return to main mailbox menu

Reply to a Message

While listening to a message:

1. Press 5 to dial the voice mailbox of the station that left the message.

At the prompt:

2. Record your reply.
3. Press # when finished.
4. If a mailbox greeting already exists, you will hear the following options:
 - 1 — send the current message.
 - 2 — mark the message as urgent.

Forward a Message

While listening to a message:

1. Press #6 to forward the message.

Note: You will be prompted to add a comment. Once forwarded, the message will be removed from your mailbox.
2. If a mailbox greeting already exists, you will hear the following options:
 - 1 — send the current message.
 - 2 — mark the message as urgent.



Voice Mail
for SBX IP 320 Systems

Quick Reference Guide

ACCESSING YOUR VOICE MAILBOX

From Your Office Phone

1. Press CALL BACK.

At the prompt:

2. Enter your password, then press # to play the first message.
3. Follow the prompts to listen to (and manage) your messages.

From Outside the Office⁺

1. Call the main office number.

When you hear the Auto Attendant greeting:

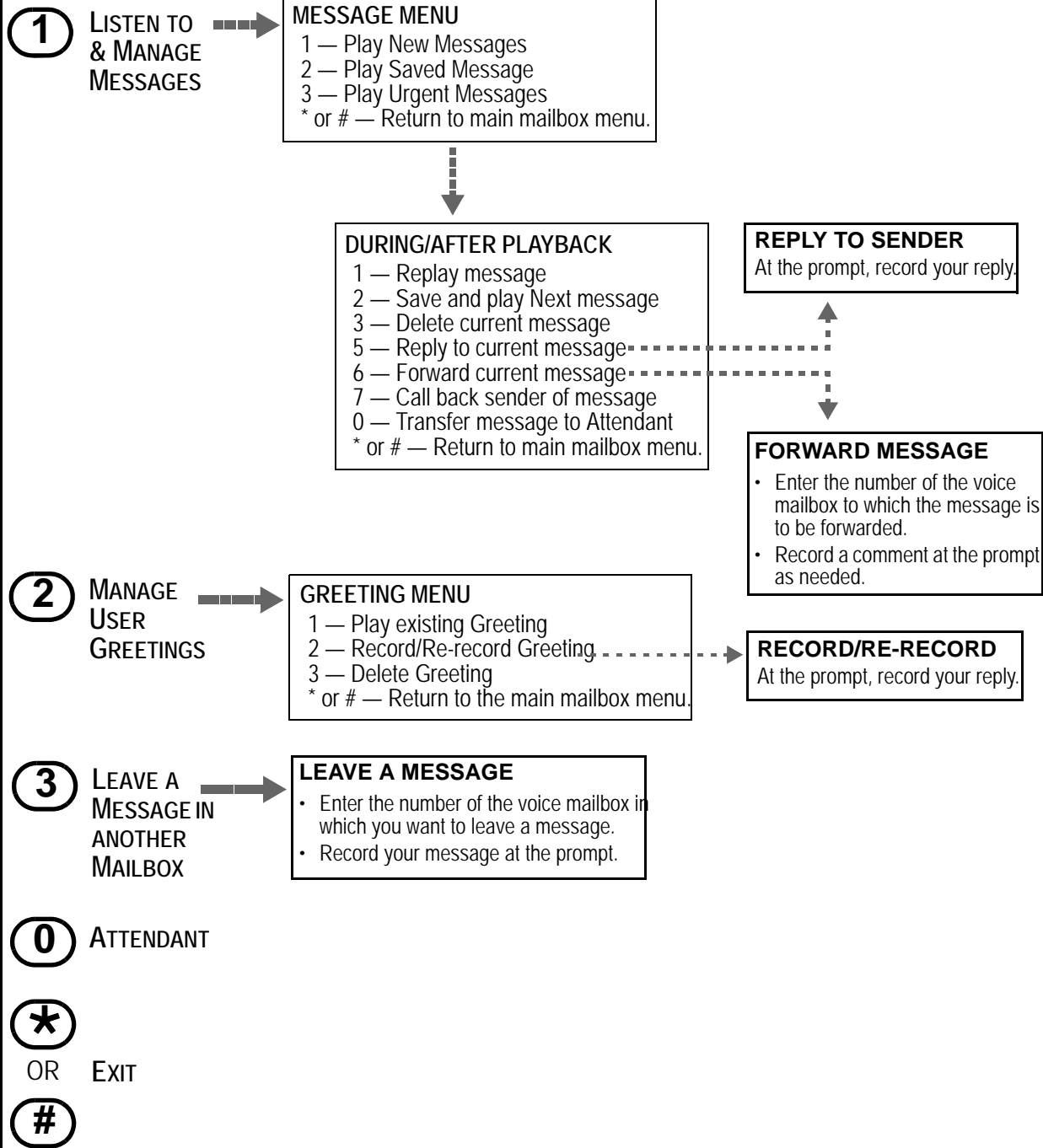
2. Press the access digit.⁺

At the prompt:

3. Enter your station number.
4. Enter your password.
5. Press # when finished.

You will hear a list of options for listening to and managing your messages.

Once you access your voice mail from either your desk or from a remote location (outside the office), then use the following to access and manage your messages and greetings.



SETTING CELL PHONE NOTIFICATION

Set Cell Phone Notification

1. Press TRANS/PGM.
2. Enter 68, then press 1 (to turn on notification).
3. Press HOLD/SAVE to store the setting.
4. Press TRANS/PGM, then enter 69.
5. Enter the number at which you want to be notified.
6. Press HOLD/SAVE to store the setting.

RECORD A MESSAGE IN ANOTHER USER'S VOICE MAILBOX

Use Direct Dial

From your station:

1. Dial another station.

While the phone is ringing:

2. Press CALL BACK.

At the tone:

3. Record message, press # when finished.
4. If a mailbox greeting already exists, you will hear the following options:
 - 1 — send the current message.
 - 2 — mark the message as urgent.

-OR-

Dial from your Voice Mailbox

After you log into your own voice mailbox, you hear a prompt.

At the prompt:

5. Press 3 to choose a different mailbox option.
6. Enter the appropriate mailbox number.
- At the tone:*
7. Record your message.
8. If a mailbox greeting already exists, you will hear the following options:
 - 1 — send the current message.
 - 2 — mark the message as urgent.