

# Your IntraMail Voicemail Box

AFFORDABLE TELEPHONE SYSTEMS

## Setting up your mailbox

1. Press the V-MAIL Key
2. Press 4 to record your greeting.  
Sample: "Hi this is John. I'm either away from my desk or on the other line. Please leave a message, and I'll return your call as soon as I can."
3. Press 76 to record your name (ex: "John Smith")
4. Press 67 then 7 to change your password

## Commonly used features

### Message playback options (During message playback)

Press 2 to rewind, press \* to pause, and 4 to fast-forward.

Press 84 to get the message information (time/date/sender)

Press 63 to send the message to another person/mailbox

### To leave a message for another employee

Place an intercom call to the recipient, then press V-MAIL.

### Voicemail Transfer

When you find yourself saying to the caller "Would you like his voicemail?" While the caller is on the line, press TRANSFER then the Recipient's extension number, followed by the V-MAIL button. Then simply hang up.

### How to check your Voicemail from outside the office

Dial your office's phone number. If the auto attendant answers simply press # and your extension number. If the receptionist answers, tell them to press VMAIL and hang up, then you can press # and your extension number.

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