

Your Panasonic Voicemail Box

Setup

1. From your phone dial intercom 165
2. Press 5 for “Mailbox Management”
3.
 - a. Press 11 for your greeting ('no answer greeting')
Ex: “Hi, this is John. I’m either away from my desk or on the other line. Please leave me a message and I’ll return it as soon as I can.”
 - b. Press 2 to assign a password
 - c. Press 3 to “Change the Owner’s Name”
Ex: “John Smith”

Message Playback Options

1. Press 5 to rewind, and 6 to fast-forward
2. Press 7 to send the message to another mailbox

To Send Internal Voicemail

1. From your phone dial intercom-165
2. Enter your password, if you have one
3. Press 2, “Deliver a Message”

What the VTR key does

If you find yourself in need to say “He’s not available, would you like his voicemail”, pressing this button and dialing an extension number sends the caller directly into the target’s voicemail. Unlike the “TRANSFER” key, it will not ring the phone at all.

To retrieve your voicemail from off-site

Dial your office phone number. If the Automated Attendant answers press # 6 * and your mailbox number. If the receptionist answers, have him/her transfer you to your mailbox first (using the VTR key) , then you press # 6 * and your mailbox number.