Your Toshiba Voicemail Box
AFFORDABLE TELEPHONE SYSTEMS

Setting up you mailbox for the first time
Dial the voicemail by pressing 55 on the dial pad.
The default security code is your extension number + 997# (ex: 201 997 #). From there, simply follow the instructions.

Changing options in a mailbox
1. Press 55 on the dialpad, then enter your security code and #
2. Press 3 for mailbox options
    Press 11 to re-record the greeting
    Press 23 to change your security code

Useful features

Message playback options (while listening to messages)
Press * to Rewind, # to Fast Forward, *1 to replay

Checking your voicemail from outside the office
Dial in to the office (if the receptionist answers, have him/her transfer you to 55)
Once the Auto Attendant answers, press * and follow the instructions

What the VT key does
VT= Voicemail Transfer (To transfer a call directly into a mailbox). While the caller is on the line, press VT, then enter the recipient's extension followed by pound.