

Your Toshiba Voicemail Box

First Time Set Up

Press **Intercom- 5 or 55**, Wait for the Voice Mail to Answer. Then enter your **extension number** followed by **997#**. This is the default security code. From there, simply follow the instructions.

Changing options in a Mailbox

1. Press Intercom-**5** or **55**, wait for the Voice Mail to answer then enter your security code and **#**
2. Press **3** to “manage Mailbox”
Press **11** to record your greeting
Press **2** for “user options”:
 Press **3** to change your security code
 Press **6** to re-record your name.

Commonly used Features

Message playback options (During message playback)

Press ***** to rewind, Press **4** to pause, Press **#** to fast forward

Press **74** to get message time & date

Press **5** to copy message to another mailbox

To leave a message for another employee

Login into your mailbox and press **2** for “send message”

What the VT key does

You use this button when you find yourself saying to the caller “Would you like there Voicemail” While the caller is on the line press **VT** and the persons **extension number & #**.

How to check your Voicemail from outside your office

Dial your office telephone number.

When the Auto attendant answers, then simply press *****.

Or If somebody answers, have them transfer you to **5** or **55** first.

Then follow the instructions.