



## TOSHIBA VOICEMAIL CHEAT SHEET

### **To access Voicemail from your telephone:**

Press the Voice Mail key, the system will prompt you for a password (the first time you log in your password is your extension number followed by 997)

The first time you access your voice mail box Strategy will walk you through a tutorial that will help you to set up the following:

- 1. Record your NAME.**
- 2. Record your GREETING 1 (you can recording greetings 2-7 by accessing the option to manage your mailbox from the main menu.**
- 3. Change your SECURITY CODE from default.**

You must completely finish the tutorial, or Strategy will force you to finish the next time you access your voice mailbox. You will know your finished when Strategy says *"User ID xxx is enabled."*

After you have completed the tutorial you may change your settings at anytime, by accessing the Manage Menu in your personal mailbox.

### **To retrieve messages after set-up:**

#### **Inside the office (from your phone)**

- Press the Call Vmail button.
- When prompted enter your security code followed by the # sign.
- Press 1 to play your new messages.

#### **Inside the office (from another phone)**

- Press the Call Vmail button.
- When prompted to enter your security code Press the # key and then the \* key.
- When prompted enter your mailbox number.
- When prompted enter your security code.
- Press 1 to play your new messages.

#### **Outside the office :**

- Dial the main company number.
- If some one answers the phone ask them to transfer you into the voice mail system. When the greeting answers press \*.
- When prompted enter your mailbox number.
- When prompted enter your security code.
- Press 1 to play your new messages.