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Vuesion® SE Entry
Vuesion® SE Advanced

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Voice Mail / Integrated Messaging

User Guide

4 Voice Mail Quick Reference Guide

4.1 First time setup

- Your extension number is: _____
- To access your voice mailbox, dial the voice mail pilot number: _____ or press the Vmail key. *(Be prepared to record your name, your default greeting and change your password)*
- Record your name
- record your default greeting (i.e *"Hello, This is Joe Blake. I'm sorry I cannot take your call right now. If you would like to leave me a message, press 1, to reach me on my mobile number, press 2, if this is a service related issue, press 4, or Press 0 for my assistant").*
- Change and confirm your 4-digit password (leading 0 not allowed).
- After entering your name, default greeting and password, the first time setup is complete and the mailbox is activated.

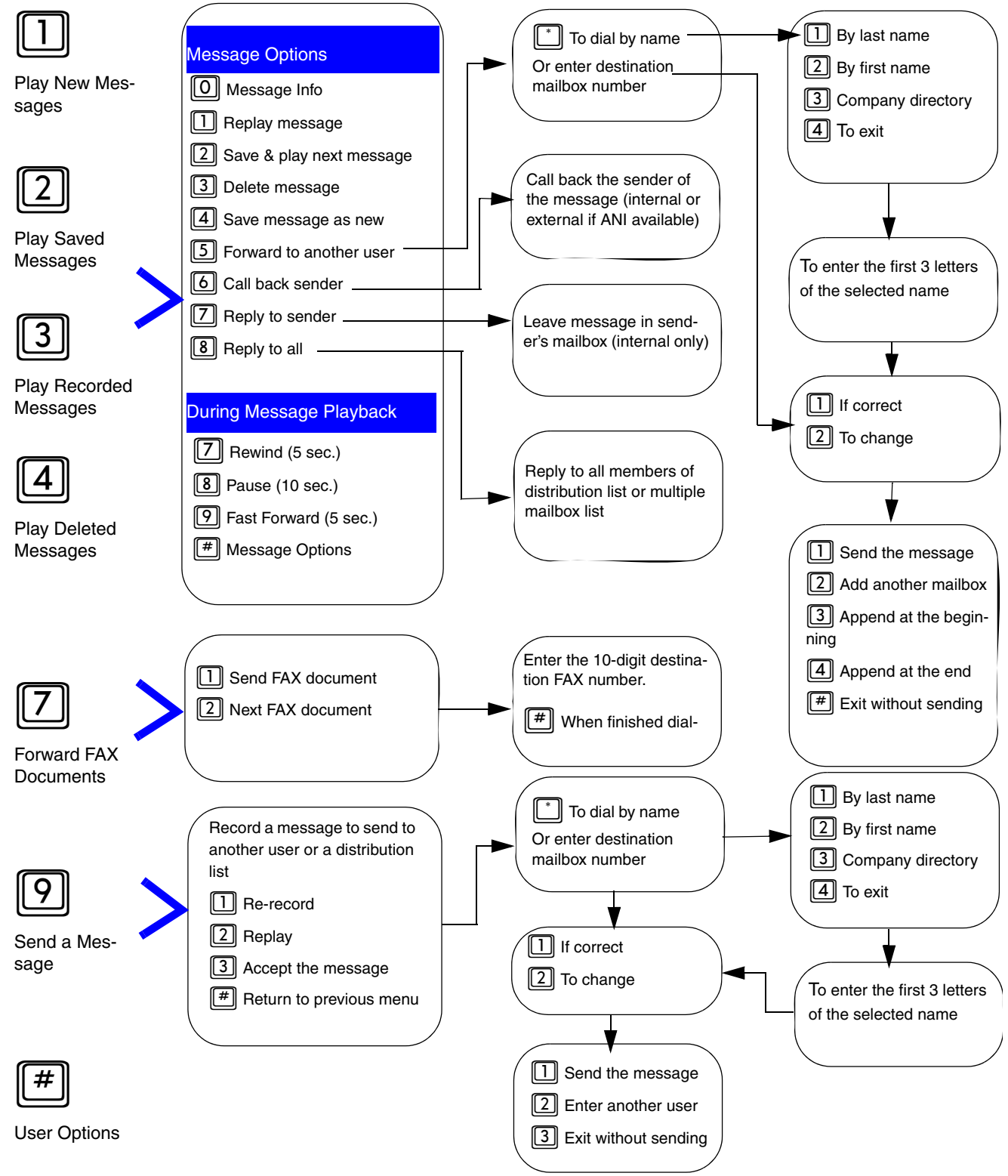
4.2 Setup tips

- Keep your greetings current. Callers are more likely to leave you a message if your greeting is accurate and gives clear directions to callers.
- Record your Out-of-the-Office greeting. The system automatically plays the Out of Office greeting when you press the DND key on your telephone.
- Ask callers to leave relevant information in the message so that your return call can be more productive.
- Your greeting should include alternate extensions to dial. For example, your greeting may tell callers to *press 0* for an assistant, *press 2* to reach you at your mobile number, *press 3* to reach you at your Home number, or *press 4* to reach you at an Alternate number.

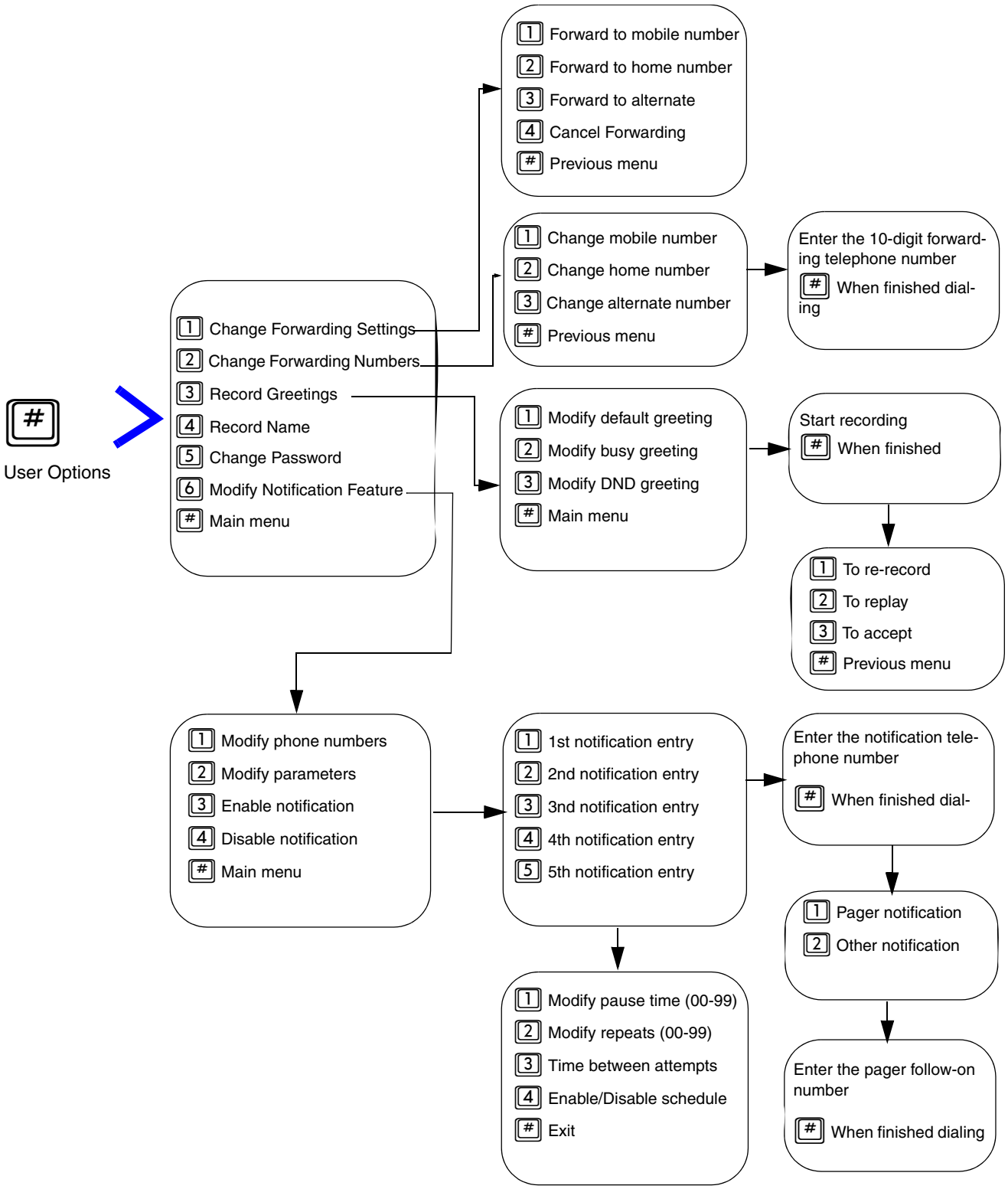
4.3 General Information

- To access your voice mailbox, dial the voice mail pilot number: _____ or press the Vmail key, at the prompt enter your password.
- If you have a digital phone with message waiting indication, press on the blinking message waiting key (Vmail key) on your telephone to access your messages.
- To transfer a caller to a co-worker's voice mailbox: while on the call, press the Vmail key, followed by the destination extension number, hang up.
- To access and modify your options, press the Vmail key on your telephone or dial the voice mail pilot number _____, enter your password and press [#], follow the prompts.
- To access and modify your options when your are away from the office, dial our company's telephone number _____. From the main greeting, press [#], enter your user ID and password, press [#] and follow the prompts.

4.4 Navigation prompts - Message Options



4.5 Navigation Prompts - User Options



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