INITIAL SETUP

1. Dial **5001** or press the **Messages** button.
2. If prompted to "Please enter your account number"—enter your extension.
3. Wait for the voice prompt for a password.
4. Your default password will be **4663** followed by the **#** key.

RECORD & SELECT YOUR INITIAL GREETING

1. At Main Menu, select option **6**:
2. Press **1** to Record Greetings (you can record multiple greetings).
3. Record your greeting after the tone and press **#** when you're finished.
4. Back at the Main Menu, select option 3:
5. After the prompt, press **1** to select the greeting you just recorded.
6. The selected message will play, after which you'll be returned to the Main Menu.

MAIN MENU

1. New Messages
2. Old Messages
3. Send Messages
4. Set Call Forwarding
5. Set Current Options
6. Change Greetings
7. Recover Deleted Voicemail

CHECKING/RECEIVING MESSAGES

Select **1** for New Messages, first message will play followed by the Menu

1. Save
2. Repeat
3. Forward to User
4. Delete
5. Skip Message
6. Reply to User
7. Rewind (15 Seconds)
8. Pause
9. Fast Forward (15 Seconds)

Voicemail Setup Rev 3.0

QUICK FEATURE GUIDE

Feature	Activation Instruction
Blind Transfer	• Press Transfer + extension number or BLF + transfer
Attended Transfer	• Press Transfer • Dial the extension number you are trying to transfer the call to and then press the # or the Soft Key Transfer • When someone answers, announce call • Hang up and the call will be transferred
HandsFree Intercom	• Press intercom button + extension number + send (or Intercom + BLF)
Call Pickup	• Dial *35 + extension number + # or send
Transfer to Voicemail	• Press transfer + 7 + extension + transfer
Call Park	• Press an available park key (Park 1, Park 2, Park 3 etc....)
Retrieve Parked Call	• Press appropriate park key (Park 1, Park 2, Park 3 etc....)
Conference Calling	• While on the first call press the "Conference Soft Key" • Dial second party + dial or # • Press the "Conference Soft Key" again.
Paging to All Phones	• Press paging key and speak after you hear the tone (Available only if activated)
Conference Bridge	• At Auto Attendant, press your designated selection for Conference Bridge, then enter conference # and Password when prompted if provided

Find out more about these and other features on our products page
www.usaphone.com/products