

# Emerald™ ICE Flash Voice Mail System Quick Reference Guide

## Access Your Mailbox

1. Call the ICE System using the

Internal Number:

# +

Or

External Number:

2. Enter your Mailbox Number:

Mailbox Number:

3. Enter your Access Code:

Access Code:

Enter selection from Main Menu.

## Main Menu

- ① Listen to Messages
- ② Send a Message
- ③ Mailbox Options

## Message Listening Options

- ① Replay
- ② Save
- ③ Delete
- ④ Reply
- ⑤ Message Information
- ⑥ Send a Copy

## Mailbox Options

- ① Mailbox Greetings
- ② Password
- ③ Outcall Notification
- ④ Transfer Options

## Mailbox Greetings

- ① Review
- ② Record
- ③ Delete

## Greeting

- ① Name
- ② Mailbox Greeting
- ③ Temporary Greeting

## Outcall Notification

- ① Deactivate/Activate
- ④ Beeper Number

## Transfer Options

- ① Transfer to Extension
- ② Transfer to Mailbox

## Options After Message Review

- ① Replay
- ② Save
- ③ Delete
- ④ Reply
- ⑤ Message Info
- ⑥ Send a Copy

## Playback Control

- ① Rewind to Beginning
- ⑦ Rewind 5 Seconds
- ⑧ Pause and Restart
- ⑨ Forward 5 Seconds
- ⑩ Skip to Next Message

## Options During Message Review

- ① Rewind
- ② Save
- ③ Delete
- ④ Reply
- ⑤ Message Information
- ⑥ Send a Copy
- ⑦ Rewind 5 Seconds
- ⑧ Pause and Restart
- ⑨ Forward 5 Seconds
- # Skip to Next Message
- \* Cancel Message Play

## Hints & Tips

Change your security access code on regular basis.

Record your mailbox name and greeting in a clear voice.



 Tadiran Telecom

## Emerald™ ICE Telephone Button Legend

### HEADSET

Pressing this button will turn off the speaker-phone functionality so that a headset can be used in the 2.5 mm headset jack. Use the SPKR button to make or answer calls.

### ANNOUNCE

Press this button if you prefer to have your phone ring when another extension calls you or to mute your mic in Privacy mode.

### CALLER ID

Press the button to scroll through the log of in-bound calls. To toggle a ringing call to CID number press this button and then the Volume down key. Requires Caller ID service from your telephone carrier.

### DND

Press this Do Not Disturb button so that any calls are diverted to your voice mailbox. Your light will flash so others see you're in DND.

### LNR

Last Number Redial is essentially redial. To redial an outside number: access a line first by pressing a line key or 9, then press LNR.

### PAGE

Press this button to make an announcement over the telephone speakers.

### FORWARD

Your administrator may have already forwarded your unanswered calls to voice mail. Forward allows you to further differentiate how your calls are handled while you are busy or away from your desk.

### LINE KEYS

Depending on how your system is programmed you may use these keys to access outside lines, or see the status of those lines.

### VOICEMAIL

To login to your mailbox press this button. A slow flashing light indicates a new message. A fast flashing light indicates that someone is currently leaving a message, press the button to listen. To transfer a caller into a user's mailbox, press this button, then the DSS of the person and hang up to complete.