Toshiba Voicemail Guide Issue 1 19.6.01

Enter voicemail
Dial the voicemail on extension_____

Voicemail Option

Send a message? (Dial 8 and extension number)
or
Enter own mailbox? (Dial * and own extension number and 4 digit security code, 8888#)

Sending a message
Record message then press # to end recording, then select one of the following options:-
to send message
1 to review recording
2 to re-record
3 to append
4 to send to additional destinations
7 special handling functions
8 Future Delivery
8 Cancel message

1 Set as urgent
2 Set as private
3 Set a return receipt
9 Return to previous menu
** Cancel and return to previous menu

Main Menu
1 Play messages
2 Send a message
3 Manage mailbox

Manage mailbox
1 Change greeting
2 Change user options

Play messages
1 Play the next message
*1 Replay the message
2 Save the current message
*2 Replay previous message
3 Delete the current message
5 Forward the current message
6 Reply to the current message
7 Special handling functions

Change greeting
Select 1 – 7 for personal greeting or press # for system greeting
1 Review selected greeting
2 Record new greeting

User options
3 Change security code
4 Select busy greeting
5 Record busy greeting
6 Record your name
* Review option settings
9 Return to previous menu

Message controls
Whilst playing a message press:

4 Pause / resume
* Go back
# Go forward

Special functions
4 Message date and time
5 Future Delivery review
6 Continuous delete
8 Continuous play

9 Return to main menu

1 Review recording
2 re-record
3 Append recording
4 Cancel recording
9 Save recording