

Accessing Voice Mail From Offsite (SVMi-4 Only)

To Access Voice Mail When a Receptionist Answers Incoming Calls:

1. Dial **“back door number”** to your voice mail.
If there is no back door number, dial **“main phone number”** and instruct receptionist to press the **“VM Trans”** key. The receptionist will then hang up so that you’re at Step 2.
2. When you hear the company main greeting:
 - a. Press **“# extension number”** (or extension / mailbox number you wish to access) (Example: “#201”).
 - b. Dial your **“password”**
 - c. Listen to voice mail options, or use the flow chart on the next page to navigate through voice mail box options.

To Access Voice Mail Through the Auto Attendant:

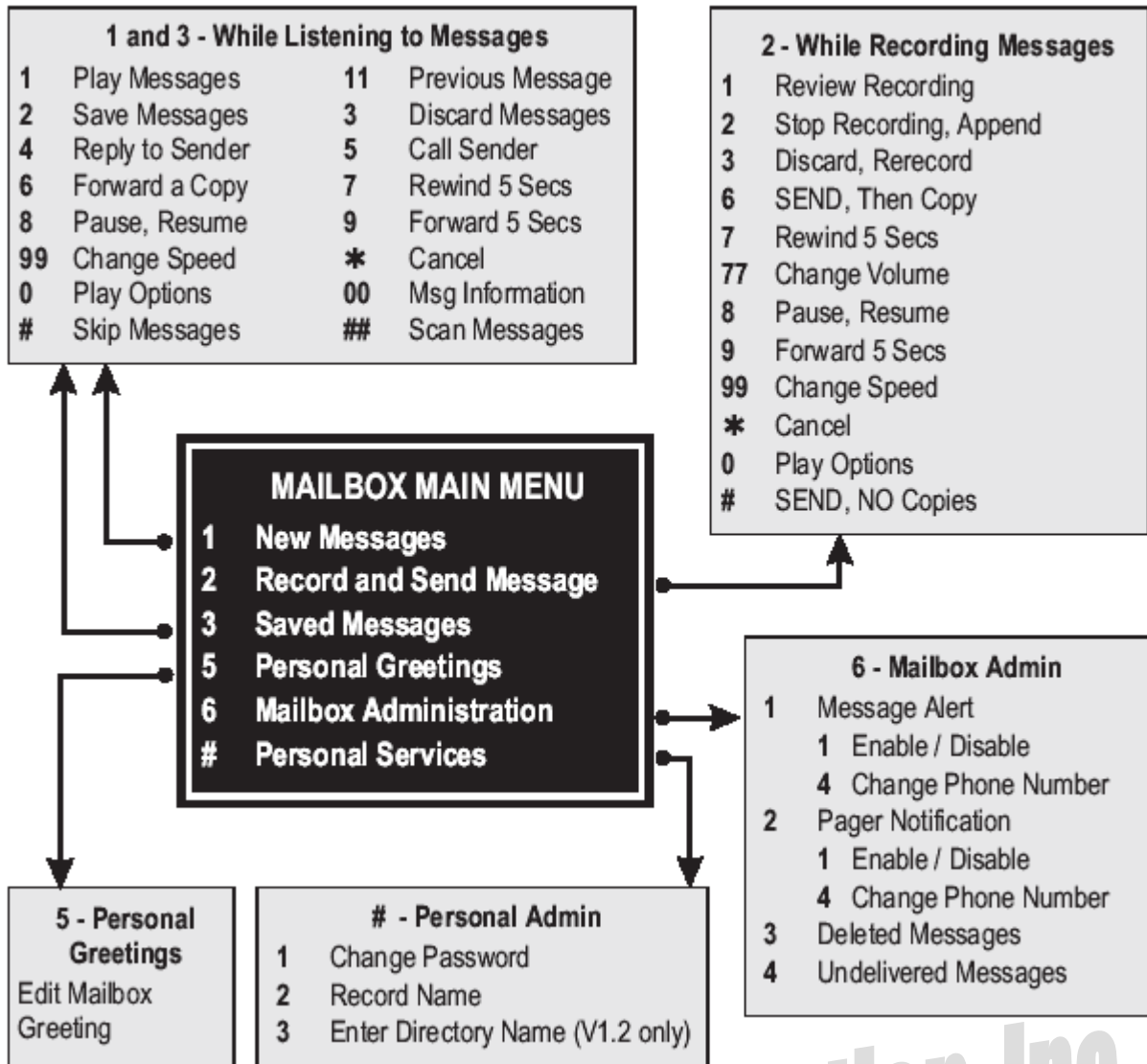
1. Dial **“back door number”** or **“main phone number.”**
2. When you hear the main greeting:
 - a. Press **“# extension number”** (or extension / mailbox number you wish to access) (Example: “#201”).
 - b. Dial your **“password”**
 - c. Listen to voice mail options, or use the flow chart on the next page to navigate through voice mail box options.

To Access Voice Mail From a Desk Other Than Yours:

1. Press **“MSG”** key
2. Press **“*”** to get to the main greeting.
3. When you hear the main greeting:
 - a. Press **“# extension number”** (Example: “#201”)
 - b. Dial your **“password”**
 - c. Listen to voice mail options, or use the flow chart on the next page to navigate through voice mail box options.

SEE FLOWCHART ON NEXT PAGE

SVMi-4 Voice Mail Flow Chart



The Telephone Connection, Inc.