



TOSHIBA VOICEMAIL

Auto-Attendant (AA) and Voicemail (VM) Programming

Box Directory

Box Directory:

Each 3-digit number represents the AA or VM Box number assigned.

Voicemail (VM) -

- 200, General Delivery.
- 203, First Manager.

205, Second Manager.

Auto-Attendant (AA) -

- 901, Location/Directions.
- 902, Hours.
- 791, Busy Mode.
- 991, Day Mode.
- 891, Night Mode.

☞ To set up the main recorded greetings, select 1 for Greeting One on each mailbox. Alternate greetings can also be recorded. Contact our Help Desk for Assistance.

Steps to Record AA and VM Box Greetings

Steps to record AA and VM Box Greetings:

1. Lift handset and dial **250**.
2. Bypass the security code prompt by pressing **#**.^①
3. When the message begins, press *****.
4. Enter the **AA Box or VM Box** number when prompted for the User ID for the message to be recorded followed by **#**.
5. Enter your **Security Code**.
(The default security code is 997)
6. Press **3** to Manage the user mailbox.
7. Press **1** for Greetings.
8. Press **1** for Greeting One.☞
9. Press **2** to begin Recording.
10. Press **#** to Stop Recording.
11. Press **9** to save the Recording.

① Skip this step if recording from extension 204 or 207

Retrieving Messages



Retrieving Messages:

When blinking, a new voicemail message is waiting.

- Press the **Messages** button to retrieve the voicemail and follow the prompts.

(Standard arrangement will blink extensions 200, 201, 202, and 206 for messages left in the General Mailbox.)

To access voicemail when the **Messages** button is not lit:

- Dial access code **250** and follow the prompts.

Retrieving Messages Remotely

Retrieving Message Remotely:

1. Call the main telephone number.
2. If the call is answered by someone on site, ask to be transferred to extension **250**.
3. When greetings begin press ***** and the **mailbox number** then **#**.
4. Enter the **Security Code** then **#**.
(The default security code is 997)
5. Follow the prompts.