

Accessing Your Mailbox *(Subscriber Services Menu)*

From Your Desk

- Press the button labeled **MESSAGE** or **VMMMSG**
OR
- Dial SVM Access Code: _____
(You will be prompted to enter your Passcode)
- Enter your Password: _____
(Default Password: 0000)

From Off-Site (Home, Mobile Phone)

- Dial the phone number that is answered by the SVM. _____
(Your Company's Main Greeting)
- At the Main Greeting dial [#] plus your Subscriber (or Mailbox) number.
(Subscriber and Mailbox Number usually match your extension number)
- Enter your Password: _____
(Default Password: 0000)

From Another Subscriber's Phone

- Press the button labeled **MESSAGE** or **VMMMSG** or dial **SVM Access Code**.
- Dial **[*]** followed by **[#]** and your Extension / Mailbox Number.
(You will be prompted to enter your Passcode)
- Enter your Password: _____
(Default Password: 0000)

Alternate Off-Site for DID Users (Home, Mobile Phone)

- Dial your DID phone number.
(Your Personal Greeting will answer in approximately 4-6 rings)
- During your Personal Greeting dial **[#]** directly followed by your password.
(Default Password: 0000)



SVM Subscriber Services Menu

NOTE: All options shown MAY NOT be authorized. If an option is not authorized, please speak to your System Administrator.

First Time Easy Set-Up

There are five easy setup options required for optimum performance. These can be done after you log in.

1 Change Your Password:.....[#][7][1]
Required to Log In as a Subscriber. Password length can be from 1 to 8 digits. Default password is 0000.

2 Record Your Name:.....[#][7][2]
This recorded name plays to your callers when they are transferred through the Auto Attendant. It is also used by the Automated Directory so the caller can verify they spelled your name correctly.

3 Enter Your Dial-By-Name Directory Name:.....[#][7][3]
You will be asked to first spell and enter and accept your Last Name, then your First Name on the Telephone Keypad. This is used by the Automated Directory for callers who do not know your extension number but do know your name.

4 Record Your Primary (No-Answer) Greeting:.....[5][1]
This is your Personal Greeting that plays to your callers when you do not answer your phone*.

5 Record Your Mailbox Greeting:.....[5][7]
This Greeting is only used if you do not have a Primary Greeting recorded and/or another Subscriber transfers a caller directly into your Mailbox.

*There are other Personal Greetings available that can be scheduled to play for Busy, Forward All (DND), and Night Call Conditions. Ask your System Administrator for more information on Call Condition Greetings.

Functions While Listening to a Message

1 & 3 While Listening to Messages

1 Play Messages	2 Save Message	3 Discard Message
11 Previous Message		
4 Reply to Sender	5 Call Sender	6 Forward a Copy
	55 Deliver Fax Copy	
7 Rewind 5 Secs	8 Pause, Resume	9 Forward 5 Secs
77 Change Volume		99 Change Speed
* Cancel	0 Play Options	# Skip Messages
	00 Msg Information	## Scan Messages

Functions While Recording and Sending a Message

2 While Recording Messages

1 Review Recording	2 Stop Recording, Append	3 Discard, Rerecord
4 Delivery Options	5 Schedule Future Delivery	6 Send, And Copy
7 Rewind 5 Secs	8 Pause, Resume	9 Forward 5 Secs
77 Change Volume		99 Change Speed
* Cancel	0 Play Options	# Send

Quick Reference Index

AUTO PLAY OF MESSAGE INFORMATION	[6][6]
Time & Date Stamp Information. This option can be turned on/off.	
AUTO PLAY NEW MESSAGES	[6][5]
Plays new messages after you log in. This option can be turned on/off.	
DIRECT CALL*	[#][5]
Used for make out going calls while logged in.	
EXTENDED PROMPTING	[#][7][4]
This option can be turned on/off.	
FIND ME*	[4][6]
Calls you at a series of numbers in your stored number list.	
FOLLOW ME*	[4][1]
Changes the number where you are taking your calls.	
LISTEN TO NEW MESSAGES	[1]
LISTEN TO SAVED MESSAGES	[3]
MESSAGE ALERT*	[6][1]
When enabled the system will call you to let you know you have new messages. This option can be turned on/off.	
PAGER NOTIFICATION*	[6][2]
When enabled the system will call your Pager to let you know you have new messages. This option can be turned on/off.	
QUICK MEMO.(from keyset, without entering VM system).. [#][M'BOX #]	
Quickly send a message to another Subscriber.	
RECORD AND SEND A MESSAGE	[2]
REMINDER...(from keyset, without entering VM system).....	[#][#]
Quickly send a message to yourself.	
STORED TELEPHONE NUMBERS*	[#][2]
Enter a list of numbers used by Follow Me, Find Me, and all Notifications.	
UNDELETE MESSAGES	[6][3]
Deleted messages can be recovered any time before Daily Maintenance time, scheduled by the System Administrator. The default time is 3 a.m.	

*Must be Authorized by System Administrator.