

How do I setup my new mailbox?:

You must initialize your mailbox the first time you access the voice mail system.

From your system telephone:

1. Press the **☎** key or dial 1400.
2. Press the soft key that corresponds with 'Voice Mail' or 'Voice Messages'.
3. Enter your temporary password (0000).
4. Enter your new password (3 to 8 digits).
5. Record your name & press [#]. Please state your first & last name.
6. Follow the automated prompts to select a standard greeting or personal greeting.
 - (1) Standard Greeting - Plays your name & then plays a default greeting to leave a message.
 - (2) Personal Greeting—Plays a personal greeting recorded by you.

Choosing a greeting:

You can record multiple greetings. Greeting one to use for everyday and greeting two for extended absence. Once you record the greetings activate the one you want to use. You can also record an extended absence greeting.

If you choose the extended absence greeting callers will not be able to leave a message.

You will then hear a tutorial of voicemail reminders. The recording will then tell you how many messages you have and instruct you how to listen to them.

Accessing your mailbox:

From your system telephone:

1. Press the **☎** key or dial 1400.
2. Enter your password.

From another user's system telephone:

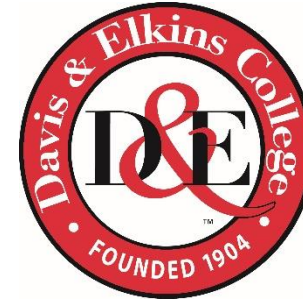
1. Dial **1400**.
2. If the telephone has a voice mail box the system will ask for a password. You need to dial an [*] [#] followed by your 4 digit mailbox number. If there is no voice mail box you will hear a general greeting, enter your mailbox number.
3. Enter your password.

From outside the system:

1. Dial **the main voicemail number 304-637-1400**
2. Enter you Mailbox number
3. Enter your password.

On phone commands:

Play-back controls	Options
1 1 Start of Message	4 Replay
1 Back 10 Sec.	5 Envelope
2 Pause/Restart	6 Send a copy
3 Forward 10 Sec.	7 Erase
3 3 End of Message	8 Reply
4 Slower	9 Save
6 Faster	
☎ Cancel	
# Skip	



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Voicemail User Guide

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Access to voice mailbox	
From your set	From another set
Call the voice mailbox	Call the voice mailbox
Dial your secret code	Dial <input type="text" value="*"/> <input type="text" value="#"/>
	Then dial - Your voice mailbox number - Your secret code

Voice mailbox main menu		
Play new messages	<input type="text" value="1"/> <input type="text" value="1"/>	NewMsg
Play all messages	<input type="text" value="1"/>	Review
Send a message	<input type="text" value="2"/>	Send
Track reception	<input type="text" value="3"/>	ChkRcp
Personal options	<input type="text" value="4"/>	PrsOpt
Exit	<input type="text" value="*"/>	Exit

Personal options		
Select the message	<input type="text" value="1"/>	Greetg
Record messages	<input type="text" value="2"/>	Record
Notification	<input type="text" value="3"/>	Notify
Modify password	<input type="text" value="4"/>	Passwd
Exit	<input type="text" value="*"/>	Exit

Modify password		
Dial new code (1 to 8 digits)		
End entry	<input type="text" value="#"/>	Accept
Cancel and reenter code	<input type="text" value="1"/>	Change
Confirm	<input type="text" value="#"/>	Confrm
Exit	<input type="text" value="*"/>	Exit

Notification data		
Activate notification or Deactivation notification	<input type="text" value="1"/>	On
Set No. to which notification will be sent	<input type="text" value="2"/>	Off
Pager No. to which notification will be sent	<input type="text" value="3"/>	Number
Schedule notification of new messages	<input type="text" value="6"/>	Pager
Schedule notification of new messages	<input type="text" value="4"/>	Sched
Schedule notification of urgent messages	<input type="text" value="5"/>	Sched U
Exit	<input type="text" value="*"/>	Exit

Options available while playing a message		
Return to start	<input type="text" value="1"/> <input type="text" value="1"/>	<<
Fast back 10 seconds	<input type="text" value="1"/>	<
Pause/Resume	<input type="text" value="2"/> <input type="text" value=" "/>	Resume
Fast forward 10 seconds	<input type="text" value="3"/>	>
Go to end of message	<input type="text" value="3"/> <input type="text" value="3"/>	>>
Play envelope info	<input type="text" value="5"/>	
Additional options	<input type="text" value="0"/>	
Skip message	<input type="text" value="#"/>	
Cancel/Exit	<input type="text" value="*"/>	

Options after a message has been played		
Play again	<input type="text" value="4"/>	Replay
Play envelope info	<input type="text" value="5"/>	
Send a copy	<input type="text" value="6"/>	Copy
Erase	<input type="text" value="7"/>	Erase
Answer	<input type="text" value="8"/>	Reply
Call the sender	<input type="text" value="8"/> <input type="text" value="8"/>	Call
Save message	<input type="text" value="9"/>	Save
Additional options	<input type="text" value="0"/>	
Cancel/Exit	<input type="text" value="*"/>	Exit

Options available while recording a message		
Record the message		
Pause	<input type="text" value="2"/>	Pause
Continue recording	<input type="text" value="5"/>	CntRec
Cancel and record again	<input type="text" value="*"/>	ReRcrd
End recording	<input type="text" value="#"/>	Exit

Options after recording a message		
Additional options	<input type="text" value="0"/>	
Listen to the message again	<input type="text" value="1"/>	Replay
Record the message again	<input type="text" value="*"/>	ReRcrd
Dial the number of the mailbox called or Dial by name		
	<input type="text" value="#"/>	Spell
Urgent message	<input type="text" value="2"/>	Urgent
Re-enter called party name or number/Exit	<input type="text" value="*"/>	Exit
Send message	<input type="text" value="#"/>	Send

Track messages listened to by the called party		
Dial called party mailbox number or		
Call (dial) by name	<input type="text" value="#"/>	Spell
Skip message	<input type="text" value="#"/>	Skip

Select a recorded greeting message		
Personal greeting message 1	<input type="text" value="1"/>	PerGr1
Personal greeting message 2	<input type="text" value="2"/>	PerGr2
Personal greeting message 3	<input type="text" value="3"/>	PerGr3
Extended absence message	<input type="text" value="4"/>	Absenc
Confirm/Exit	<input type="text" value="*"/>	Exit

Select a message for recording or deletion		
Personal greeting message 1	<input type="text" value="1"/>	PerGr1
Personal greeting message 2	<input type="text" value="2"/>	PerGr2
Personal greeting message 3	<input type="text" value="3"/>	PerGr3
Extended absence message	<input type="text" value="4"/>	Absenc
Greeting message on busy	<input type="text" value="5"/>	Busy
Modify name	<input type="text" value="6"/>	MyName

Record or erase the selected message		
Erase	<input type="text" value="7"/>	Erase
End recording	<input type="text" value="#"/>	End
Listen to the message again	<input type="text" value="1"/>	Replay
Record the message again	<input type="text" value="5"/>	ReRcrd
Confirm recording	<input type="text" value="#"/>	Confrm
Exit	<input type="text" value="*"/>	Exit

Notification number		
Only if notification is sent to a pager First select pager service 1 or 2		
Enter the number used for notification		
End entry	<input type="text" value="#"/>	Accept
Cancel code and enter again	<input type="text" value="*"/>	Exit
Confirm	<input type="text" value="#"/>	Confrm

Enter notification times		
Enter start time "hhmm" (4 digits, 2 for the hours and 2 for the minutes)		
Enter end time "hhmm" (4 digits, 2 for the hours and 2 for the minutes)		
Reenter times/Exit	<input type="text" value="*"/>	Exit
Continue to enter	<input type="text" value="#"/>	Cont
Confirm	<input type="text" value="#"/>	Confrm

Time when notification is used or canceled		
Weekly hours	<input type="text" value="1"/>	ChgWkD
Notification canceled during week	<input type="text" value="2"/>	DelWkD
Weekend hours	<input type="text" value="3"/>	ChgWkE
Notification canceled on weekend	<input type="text" value="4"/>	DelWkE
Exit	<input type="text" value="*"/>	Exit