

VOICE MAIL DIRECTIONS

In the Office : Log in to your mailbox = Press "Call V.M." button or " Intercom 165 "

From Outside the Office :

Log in to your mailbox = Call the Office and ask to be transfered to your mailbox or call your Direct Line. When hearing your own recording Press # 6 * and your Mailbox Number

Recording Your Personal Greeting

1. Log in to your mailbox = Press "CALL VOICE MAIL"

2.	4	1	1
	4	1	2
	4	1	3
	4	1	5

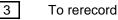
No Answer Greeting **Busy Signal Greeting** After Hours Greeting **Temporary Greeting**

- 3. Follow the prompts as necessary
- Record your greeting after the tone. 4.
- 5. 1 To end recording
- 6. Follow the prompts as necessary



2

To review



To accept

You must accept the recording for the greeting to play

Playing Messages

2.

3.

- **1.** Log in to your mailbox 1 1 to play New messages 2 to play old messages
 - 3 to play deleted messages

4. Listen to the message

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Set the Password

1. Log in to your mailbox = "CALL VOICE MAIL"

#

- 2. 4 2
- 3. Enter the desired number combination,

minimum 5 digits, then press

2 To accept 4.

Record Your Name

- 1. Log in to your mailbox
- 2. 4 3
- 3. State your name after the tone.
- To end recording 1 4.
- 2 5. To accept