

CANWEST

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"

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Busy Signal Greeting
After Hours Greeting
Temporary Greeting |
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3. Follow the prompts as necessary

4. Record your greeting after the tone.

5.

1

 To end recording

6. Follow the prompts as necessary

1

 To review

3

 To rerecord

2

 To accept

You must accept the recording for the greeting to play

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

#

4.

2

 To accept

Record Your Name

1. Log in to your mailbox

2.

4

3

3. State your name after the tone.

4.

1

 To end recording

5.

2

 To accept

Playing Messages

1. Log in to your mailbox

2.

1

3.

1

 to play New messages

2

 to play old messages

3

 to play deleted messages

4. Listen to the message