

# Welcome

**Panasonic Voice Processing System by Telesys Inc. In this brochure, you will find instructions on setting up your personal mailbox.**

## Start Here

**On the initial setup of your mailbox, you need to establish a security code (password), record your name (owner's name), and three greetings .**

**My mailbox number is \_\_\_\_\_.**

**My security code is \_\_\_\_\_.**

**Follow the "Mailbox Setup" instructions on this brochure for a full featured mailbox.**

# Mailbox Setup

- 1). Press the "My Mailbox"(VM) key. Or press "Intercom" and dial 165.
- 2). Dial 5 For mailbox management.
- 3). Dial 1 To change your greeting.
- 4). Dial 1 To change the NO ANSWER greeting, Follow prompts, when finished, go to next step.
- 5). Dial 2 To change the BUSY greeting, Follow prompts, when finished, go to next step.
- 6). Dial 3 To change the AFTER HOURS greeting, Follow prompts, when finished, go to next step.
- 7). Dial \* (star key) to back up one level. Go to next step.
- 8). Dial 2 to change your mailbox PASSWORD (security code) 1 to 4 digits long. Follow prompts, when finished, go to next step.
- 9). Dial 3 To record the OWNER'S NAME. Follow prompts, when finished press # 9.

The name for your mailbox ID should be recorded for name searches and when you transfer a message from your mailbox to someone else's mailbox. Record your first and last name.

## All Done! Hang up.

For "Forwarding My Phone" see back of this brochure.

# Suggested Greetings

There are three greetings used by the Voice Mail System at specific times in "Mailbox Setup"

1). *The NO ANSWER greeting is used when a call that is transferred to your extension is not answered before 4 rings.(the number of rings is set for the whole system, 1-12 rings). Below is a sample greeting.*

**Hi, this is \_\_\_\_\_. I am away from my desk at the moment. Please leave your name, number, and a message after the tone. I will return your call as soon as possible. In the future you may press 2 to bypass this greeting. Thank you.**

2). *The BUSY greeting is played when a call is transferred to your extension and you are on the phone with another caller. Below is a sample greeting.*

**Hi, this is \_\_\_\_\_. I am on the phone at the moment. Please leave your name, number, and a message after the tone. I will return your call as soon as possible. In the future you may press 2 to bypass this greeting. Thank you.**

3). *The last greeting to be recorded is the AFTER HOURS greeting played after your company has closed for the day. Below is a sample greeting.*

**Hi, this is \_\_\_\_\_. I am out of the office at this time. Please leave your name, number, and a message after the tone. I will return your call as soon as I am able. Thank you.**