

Forwarding Your Phone

Your phone is already forwarded to the voicemail system. If you would like to change your settings, follow the steps below.

- 1) Press "Intercom" then "FWD/DND" key.
- 2). Press 5 then dial 500#.
(See below for other options.)
- 3). Press "SPEAKERPHONE" to hangup.

Your FWD/DND button will now Light. This tells you that forwarding when BUSY or NO ANSWER is on. By pressing this button you can toggle this feature off and on.

You can change the status of your forward button option.

- 1). Do Not Disturb.
- 2). Forward ALL calls.
- 3). Forward when BUSY.
- 4). Forward when NO ANSWER.
- 5). Forward when BUSY or NO ANSWER.

TDE/TVA

Accessing your Mailbox

To access your mailbox from within the office.

**Press the "My Mailbox" Button or
Press the "INTERCOM" button and dial 500.
Dial #6.
Then * and your mailbox number.
System will ask for your password.**

To access your system from outside the office.

**Dial the office at the main number.
If the receptionist answers, ask to be transferred to voicemail.
Dial #6.
Dial * and your mailbox number.
System will ask for your password.**

**If the Autoattendant answers:
Press #6.
Dial * and your mailbox number.
System will ask for your password.**

To transfer yourself to another ext., dial # 8

To transfer to another mailbox, dial # 6

For the directory, dial # 1

System by



Panasonic
VoiceMail

Initial Mailbox Setup

Telesys Inc.
(518) 464-0933
www.telesystel.com