Forwarding Your Phone

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

1) Press "Intercom" then "FWD/DND" key.

2). Press 2-5 then dial the destination then #.

(See below for other options.)

3). Press "SPEAKERPHONE" to hangup.

Your FWD/DND button will now be lit. 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.
0) Defaults back to system programming

NS700/1000

Accessing your Mailbox

To access your mailbox from within the office at a different extension.

Press the "Voicemail" button.

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 voice mail.

Dial #6.

Dial * and your mailbox number.
System will ask for your password.

If the Auto attendant 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

TELESYS
Telecommunication Systems

Panasonic VoiceMail

Initial Mailbox Setup

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

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 .

Your mailbox number is _____.

Your security code is _____.

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

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Mailbox Setup

1). Press the " Voicemail" key.

2). Dial 4 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) 4 or more 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.

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.