

## Forwarding Your Phone

## Accessing your Mailbox

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.)

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.

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

To access your mailbox from within the office.

Press the "My Mailbox" Button or

- 1) Press the "INTERCOM" button and dial 500.
- 2) Then \* and your mailbox number.
- 3) System will ask for your password.

To access your system from outside the office.

Press the "INTERCOM" button and dial 500.

Then \* and your mailbox number.

System will ask for your password.

If the receptionist answers, ask to be transferred to voicemail.

- 1). Dial #6.
- 2). Dial \* and your mailbox number.
- 3) 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

TDE/TVA

System by

**TELESYS**  
Telecommunication Systems



To access your mailbox from within the office.

Press the "My Mailbox" Button or

- 1) Press the "INTERCOM" button and dial 500.
- 2) Then \* and your mailbox number.
- 3) System will ask for your password.

To access your system from outside the office.

Press the "INTERCOM" button and dial 500.

Then \* and your mailbox number.

System will ask for your password.

If the receptionist answers, ask to be transferred to voicemail.

- 1). Dial #6.
- 2). Dial \* and your mailbox number.
- 3) 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

Telesys Inc.

(518) 464-0933

[www.telesystel.com](http://www.telesystel.com)

## Welcome

## Mailbox Setup

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

- 1). Press the "My Mailbox" key. Or press "Intercom" and dial 500.
- 2). Dial 3 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.

## 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.

- 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.
  - 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.
  - 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 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.

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.

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.

## All Done! Hang up.

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