ALCATEL 4645 VOICE MAIL

INITIAL VOICE MAILBOX SETUP

When a new voice mailbox is created at an extension, the LED on the telephone will flash indicating a new message. To set up your new voice mailbox from your telephone:

1. Press the MESSAGE key
2. Press the VMAIL soft key
3. Enter the initial password (0000)
4. Follow the voice prompts to:
   a. Change the password
   b. Record your name
   c. Select the standard greeting or record your personal greeting

To set up your new voice mailbox from a telephone other than yours:

1. Dial 8010
2. When the system answers, press the pound (#) key
3. Dial your voice mailbox number
4. Enter the initial password (0000)
5. Follow the voice prompts to:
   a. Change the password
   b. Record your name
   c. Select the standard greeting or record your personal greeting

CHECKING VOICE MAIL MESSAGES

When you have new voice mail messages that you have not heard yet, the green LED on your telephone will flash. To check new unheard messages:

1. Press the MESSAGE key
2. Press the VMAIL soft key
3. Enter password
4. Listen to message(s)
5. Options after message(s) play:
   To erase message, press 7
   To reply by voice messaging, press 8 (Only if message came from a voice mailbox on the system)
   To save message in the archives, press 9
   For more options, press 0:
   To replay message, press 4
   For envelope information, press 5
   To send copy of message with remarks, press 6
   To reply by calling the sender, press 88
   To cancel message review, press the star (*) key
   For more options, press 0 – (Returns to 5a. above)
SENDING VOICE MAIL MESSAGES

To send a voice mail message to another mailbox on the system:

1. Press the MESSAGE key
2. Press the VMAIL soft key
3. Enter password
4. Press 2 from the Main Menu to send a message
5. Record message after the tone
6. Press # to end recording
7. Enter destination mailbox number
8. Press # to send message or 0 for more options:
   - To send as a private message, press 1
   - To send as an urgent message, press 2
   - To send with confirmed delivery, press 3
   - To send as a future delivery message, press 4
   - To cancel destination, press the star (*) key

CHECK MESSAGE RECEIPT

To check whether a message you sent to another mailbox was received:

1. Press the MESSAGE key
2. Press the VMAIL soft key
3. Enter password
4. Press the CHKRCP soft key
5. Enter mailbox number to where message was sent
6. Listen for message receipt status

RECORDING GREETINGS

To record your personal greetings

1. Press the MESSAGE key
2. Press the VMAIL soft key
3. Enter password
4. Press 4 or arrow down and press PERSO OPTIONS soft key
5. Select greeting to record Personal Greetings 1-3 (note: there is also a Busy Greeting you can record to let callers know when you are on the phone)
6. Press # when finished recording
7. Confirm recording by pressing #
8. After recording greeting, to select this greeting to play to callers, press * to go back and press 1 to select active greeting
9. Press 1-3 to select active greeting to play
PERSONAL OPTIONS

To edit personal options in your mailbox:

1. Press MESSAGE key
2. Press VMAIL soft key
3. Enter password
4. Press PRSOPT soft key:
   To turn notification on or off, press 1
   To turn outcall notification on, press 1
   To turn outcall notification off, press 2
   To turn message waiting indicator on, press 3
   To turn message waiting indicator off, press 4
   To change administrative options, press 2
   To establish or change password, press 1
   To establish or change group distribution lists, press 2
   To change prompt level, press 3
   To control date & time option, press 4
   To exit, press the star (*) key
   To record greetings, press 3
   To change personal greeting, press 1
     To select the standard greeting, press 1
     To record your personal greeting, press 2
   To create an extended absence greeting, press 2
   To change your recorded name, press 3
   To exit, press the star (*) key
   To establish or change notification schedules, press 4
     To establish the first schedule, press 1
     To establish the second schedule, press 2
     To establish the temporary schedule, press 3
   To exit, press the star (*) key

OPTIONS DURING MESSAGE PLAY

- Press 1 1 to Replay message from the start
- Press 1 to Rewind message 10 seconds
- Press 2 to Pause (press 2 to resume)
- Press 3 to Forward 10 seconds
- Press 3 3 to Skip to End of message
- Press 5 to hear message Envelope information
- Press 0 to hear available Options
- Press * to return to Main Menu
- Press # to Skip to the Main Menu

OPTIONS AVAILABLE AFTER MESSAGE HAS PLAYED

- Press 4 to Listen to message again
- Press 5 for Envelope information
- Press 6 to Send a copy of this message
- Press 7 to Erase the message
- Press 8 to Reply to message (only to another mailbox on Campus)
- Press 8 8 to Call the Sender of the message
- Press 9 to Save the message