Aristel Networks
Voice Mail Quick Start Guide.

HOW DO I .....

Retrieve messages internally (MW flashing)
1. If your MW (message waiting) button is flashing, press the button.
2. VM (voice mail) Welcome plays. Key in your 4 digit password
3. Follow voice prompts to retrieve (1)/delete (2)/save messages

Retrieve messages internally (MW not flashing)
1. Go off-hook and press # 6 3
2. VM greeting asks for your extension number
3. Key in your extension number
4. VM (voice mail) Welcome plays. Key in your 4 digit password
5. Follow voice prompts to retrieve (1)/delete (2)/save messages

Retrieve another extension's messages internally
1. Go off-hook and press # 6 3
2. VM greeting asks for your extension number. Enter your extension number
3. Key in your extension number
4. Follow voice prompt to change to a different extension's voice mail box (7)
5. Enter extension number, other extension password and follow the voice prompts

Retrieve messages externally with Auto-Attendant
1. Call into telephone system from outside line.
2. When the Auto-Attendant answers, press # 2
3. Follow the voice prompts to reach your extension number and enter your password

Retrieve messages externally without Auto-Attendant
1. Call into telephone system from outside line
2. When answered by an operator or extension , ask them to transfer you to extension # 6 3
3. Follow the voice prompts to reach your extension number and enter your password

Change my greeting message
1. Go off-hook and press # 6 3
2. VM greeting asks for your extension number. Enter your extension number
3. VM greeting asks for your password. Key in your password
4. Follow voice prompt to record (3) listen (4)/ delete (5) your greeting message

Change my password
1. Go off-hook and press # 6 3
2. VM greeting asks for your extension number. Enter your extension number
3. VM greeting asks for your password. Key in your password
4. Follow voice prompt to enter new password (6)

Record the Auto-Attendant messages
1. Go off-hook and press # 6 3
2. VM greeting asks for your extension number
3. Press *
4. Follow voice prompts and enter your password
5. Enter the 3 digit code for the message to be recorded/deleted
6. Record/listen to/delete messages as required

Using the Quick Action codes..

1. **To call the first available console (operator):-** Press SPK, #, 8, 6, 1

2. **To listen to the system prompts. (1=next, 2=previous, 3=this one):-** Press SPK, #, 8, 6, 2

3. **To turn call screening On. This operates even if Func,2 7 is enabled:-** Press Func, 2, 7, option. To turn off, press FWD button or press Func, 2, 7, 5

4. **To reset an extn's password to 1234:-** Press SPK, #, 8, 6, 4, hear beep, then press ext number

5. **Go direct to a mailbox to leave a message:-** Press SPK, #, 8, 6, 5 Ext number

6. **Go to your own mailbox :-** Press SPK, #, 8, 5

7. **Toggle on/off direct all calls to mail box without ringing a Keyphone extension.:-** Func, 2, 7 followed by the action required

8. **Toggle on/off direct all calls to mail box without ringing an SLT extension.:-** #, 7, 6, 7 toggles on or off

9. **Toggle on/off your voice mail box on a Keyphone extension:-** Func, 2, 8

10. **Toggle on/off your voice mail box on an SLT extension:- #,** 7, 6, 8

11. **Transfer an incoming call directly to an extension's mailbox:-** place call on hold, press #, 8, 6, 5, Ext number, hang up

12. **Record telephone conversations:-** Expansion memory must be fitted. A DSS button must be programmed as a "record" button. During conversation with an incoming/outgoing call, press the record button. Recording will stop when call is placed on hold or ended. To listen to recording, access the recording as if it is a normal new Voice Mail message.