



Entry Voice Mail for HiPath Systems

Quick Reference Guide for Your Telephone

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The Quick Reference Guide describes the key basic functions of your **Entry Voice Mail** and how to use them.

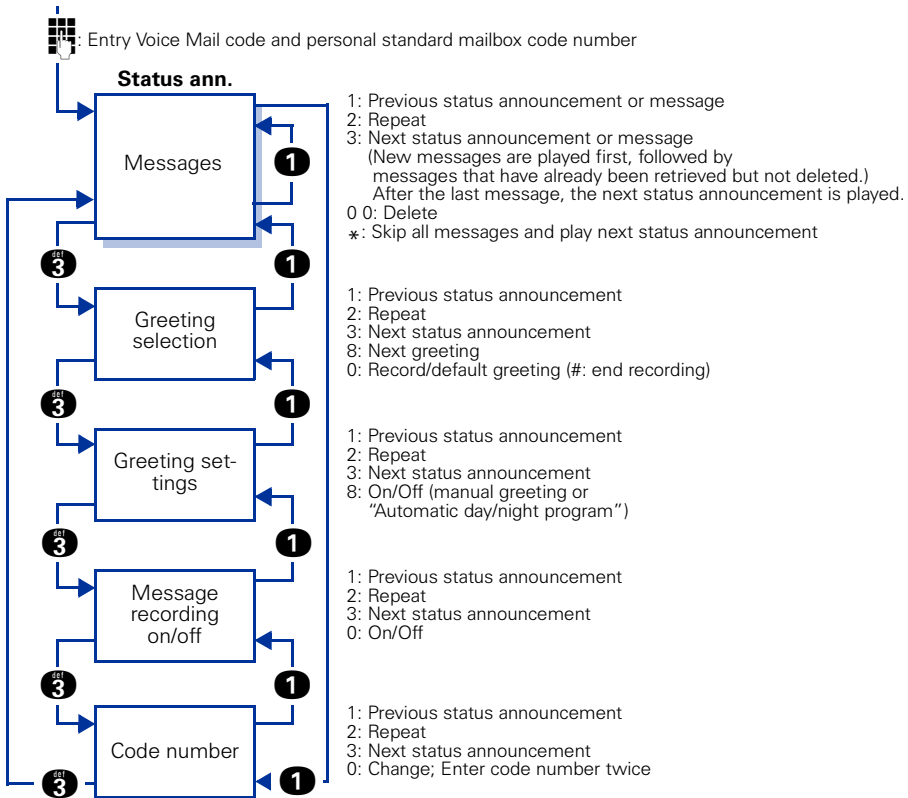
You can operate all of the available functions via the keys on your optiPoint telephone or on any other telephone with tone dialling (DTMF).

Your Entry Voice Mail supports operation with context-sensitive prompts. These prompts inform you of the options available in the current menu.



Further information on configuring your standard mailbox and retrieving messages can be found in the detailed user manual.

Overview - Announcement Menu and Codes



Activating Your Mailbox

To direct calls to your mailbox, you must forward all incoming calls for your telephone to your mailbox (via call forwarding).

For instructions on how to activate call forwarding, refer to the user manual for your telephone.

As the forwarding destination, specify the Entry Voice Mail extension (you can obtain this number from the assigned operator).

Accessing Your Standard Mailbox

To configure or retrieve messages from your personal standard mailbox, you first have to open it.



Enter the Entry Voice Mail code.

Enter the code number for your personal standard mailbox. Default = "1234." If the assigned operator has not yet configured a mailbox for you, a mailbox will be automatically assigned to you the first time you dial the voice mail system.

If req.

Enter your personal standard mailbox number (own internal number). This is only necessary if you want to retrieve your mailbox messages from another telephone.

You can now navigate in the five available status announcements/functions: You can retrieve messages, select/record announcements or make settings if required.

- Messages
Your mailbox does not contain any new or previously retrieved messages. (The number of available messages is stated. The most recent message is played first. Each message has a time and date stamp.)
- Greeting 1/day or Greeting 2/night
- Greeting setting, "Manual" or "Automatic day/night program"
- Message recording on/off
- Change the mailbox code number

Navigating Around Your Standard Mailbox

Follow the prompts. Depending on the selected status announcement, the following settings are possible:



Enter code to go to the next announcement.



Enter code to go back to the previous announcement.



Enter code to replay the current announcement.



Enter code to delete the message.



Enter code

- to record a personal greeting
- to activate the default greeting
- to activate/deactivate message recording or
- to change your mailbox code number



Enter code to skip all messages and play the next status announcement.



End recording.



Enter code

- to skip Greeting 1 or 2 or
- to set the greeting for day/night service



Disconnect Entry Voice Mail (possible at any time)

www.siemens.com/hipath



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