

Getting Started:

Set-Up Your Mailbox [from your phone]

Press **"MESSAGE"** Button or dial **"5996"**
 You will hear "system pronounced name"
 Listen and Follow the prompts
 Enter default password **147852** followed by **#**
 Create a new password, and record Name
*(Strong Passwords only: 4 to 15 digits in length
 Digits cannot be in sequential, ascending or
 descending order, contain the extension anywhere
 within the password, or repeat a digit)*
 Next you can do a standard system greeting **1**
 Or to record a personal greeting **2**

To Record Greetings

Log into your Mailbox and from Main Menu:

User Preferences **4**
 Greetings **3**
 Personal Greeting **1**
 Extended Absence **2**
 Name **3**

To Check Your Mailbox [from your phone]

Press Message Button or dial **5996**
 You will hear "your recorded name prompt"
 Enter password followed by **#**
 Refer to **Navigation** column

To Change Password

User Preferences **4**
 Administrative Options **2**
 Password **1**

Navigation:

Playing messages

Play Unread **1**
 Play Read **1 2**
 Play Saved Messages **1 3**

Message Options while listening to Playback

Rewind **1**
 Rewind to Beginning of Message **1 1**
 Pause / Resume **2**
 Forward to End **3**
 Fast-Forward to End **3 3**
 Skip Envelope Playback **3 4**
 Slower Playback **4**
 Slowest Playback **4 4**
 Message Details (date / time stamp etc) **5**
 Faster Playback **6**
 Fastest Playback **6 6**
 Delete Message **7** (**Caution**)
****No option to recover deleted msg at this time**
 Reply to the Sender (requires privileged rights) **8 8**
 Save Message **9**
 To Cancel Listening to Message *****
 To Skip Message **#**

Message Options After Playback

Replay Message **4**
 Forward Message with Introduction **6**
 Forward Message without Introduction **6 1**
 Forward Message remove Introductions **6 6**
 Call Sender (requires privileged rights) **8 8**

Other Useful Commands:

Check Your MBox [from other internal phone]

Press Message Button or dial **5996**
(You may hear that phone user's recorded name)
 Press ***** then **#** and listen to prompts
 Enter in your Mail Box followed by **#**
 Now you will hear "your recorded name prompt"
 Enter in your password

To Check Your Mailbox [from external phone]

Dial external voicemail access number (808) 948-5996
 You will hear "Hello, To Access Your MailBox...."
 Press **#**
 Enter in your Mail Box number followed by **#**
 You will hear "your recorded name prompt"
 Enter your password followed by **#**

Send a Message without Ringing Phone

Lift handset and press **MESSAGE** or dial **5996**
 Press ***** followed by a valid **Mail Box Extension**
 Then press the **#** button
 Continue to follow the prompts

Transfer Caller Directly to VoiceMail Box

Press **"Trans"** key
 Then press **MESSAGE** or dial **5996**
 Press ***** and enter in **Mail Box Extension**
 Then press the **#** button
 Press **Trans** or **Connect** to complete the call