



REPARTEE VOICE MAIL USER INSTRUCTIONS

Logging In:

From inside the office:

Dial Voice Mail access code 55

Dial your personal ID (9 plus your extension)

Dial your security code

From out of the office:

Dial 630-894-4600

When you hear the greeting begin

Dial your personal ID (9 plus your extension)

Dial your security code

*You may press your message key if it is flashing.

Getting Started:

After logging in.

1. Record your name (say your first and last name only). Press * when you are finished.

2. Choose your directory listing. Press 1 for yes to be listed.

3. Record your standard greeting. Press * when you are finished.

Example: This is _____. I am unable to take your call right now. Please leave your name, number and a brief message or dial zero for the operator.

4. Set your security code (6-10 digits). Press * when finished. Enter again to confirm.

5. Save all your above entries. **When prompted "Are you satisfied" press 1 for yes.**

Note: Press *** to exit voice mail (hear busy signal) and hang up. This will immediately remove you from a voice mail port for the next person.

Using your mailbox: "1" = Yes and "2" = No

Your voice mail will prompt you to do the following after you enter your mailbox:

Press 4 to listen to new messages. While listening to messages you can press the following:

Press 3 for quick message actions then press one of the following:

4 to reply to a message left by another voice mail user

5 to check the next message

6 to delete the message

7 to archive (save) a message

8 to time stamp (hear when the message was left)

9 to redirect the message (send to another mailbox)

0 to save as a new message (your message key will continue to flash)

to repeat the message

* to exit quick message actions

Press 7 to go back 4 seconds

Press 8 to pause

Press 9 to go forward 4 seconds

Press * to skip message and save as new

Press 5 to leave a message. Enter extension number, record message and press * when finished.

Press 4 to edit the message (to add, listen, or rerecord)

Press 5 for special delivery (to send the message urgent, private, return receipt or future delivery)

Press 6 to address others

Press * to send the message

Press 6 to review old messages. The prompt will say “would you like to review/redirect old messages?” Press 1 for yes or 2 for no. Redirect will send message to another mailbox. Archive will save the message for a specified number of days.

Press 7 to change set-up options:

Press 4 for greetings

Press 4 to hear your current greeting

Press 5 to switch greeting

Press 6 to edit standard greeting

Press 7 to edit alternate greeting

Press 8 to edit busy greeting

Press 9 to edit fax greeting

Press 5 for groups

Press 4 to create a group

Press 5 to edit a group

Press 6 to list groups

Press 7 to delete a group

Press 6 for transfer and delivery

Press 4 for transfer options

Press 5 for delivery options

Press 7 for personal options

Press 4 to change your security code

Press 5 to change your recorded name

Press 6 to change your spelled name

Press 7 for directory status

Press 8 for email setup

Press * for main menu

Press # to move back a menu

To transfer a call to a mailbox:

(While on a call)

Press transfer key

Dial voice mail access code 55

If a security code is requested dial #

(Wait for greeting to begin)

Dial mailbox number plus 2 and hang up