Toshiba

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TELELINK
COMMUNICATIONS INC.

Toshiba Quick Start Guide

CIX Voicemail

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To access voice mail from inside the office:

- If your message button is flashing you can access your new voice mail messages by pressing the flashing button. If not flashing you must call voice by dialing **400 .**

- Enter your security code followed by **#**. Press **1** to play messages and follow the audio prompts, or the prompts on your LCD that utilize your soft keys.

To Check Messages Remotely:

- Call your DID number or your company's main telephone number. When you hear the greeting, press ***.**

- The system will prompt you to enter your mailbox number followed by **#**.

- The prompt will then ask for your security code, followed by **#**. Follow the voice mail prompts.

Message Handling Options:

1 Play Messages

- Press 1 to play the message. (*1 Relays current message or *2 plays previous message).

- Press **2** to save the message. (saves to the folder 1 or you can create personal folders 2 thru 8).

- Press 3 to delete the message.

- Press 5 to forward the message to another mailbox.

- Press 6 to replay to current message.

Press 7 Special Functions: Here you can press 0 to print all faxes in a folder.

- Press 1 to print the current fax in a folder.

- Press 2 to send all fax documents from a folder.

- Press 3 to send the current fax in the folder.

- Press 4 to play the message date and time.

- Press 5 for future delivery review.

- Press 6 for continuous delete.

- Press 7 to access new/saved message folders.

- Press 8 for continuous play.

2 Send Messages:

- The system will prompt you to enter your mailbox number followed by **#**.

- Pressing 00 will take you to the company directory if you do not know the user's mailbox number.

- Press 01 to choose from a distribution list to send to multiple mailboxes. (provided you have created these lists you can have 1-25 personal list.

- Press 04 to send to multiple destinations.

- You can press # after recording your message. Or you can press 7 for special delivery options.

- To send your message as urgent by pressing 1.(your message is the first in your mailbox to be played).

- Press 2 to send it private. (you cannot forward it from your mailbox).

- Press 3 to mark the message with a receipt. (calls you back and tells you when the message was played).

- Press to set 8 future delivery and the system will prompt you to enter the month, date, and time to send the message.

3 Manage Mailbox

- You may also **Manage your Voicemail** by selecting option 3 from the main menu or the **MGMT** prompt on your LCD this appears after you have dialed into the voicemail system.

- Press **1** to change your greeting: The system gives you seven different greetings. It will prompt you for a greeting number. Enter greeting number 1. Then it gives you the option to press 1 to review the current greeting or option 2 to re record the greeting.

- Press **2** to change your user options. This is where you can control user defined functions.

- Press 1 to turn on DND (will send caller directly to voice mailbox).

- Press 2 to turn on call screening.

- Press 3 to change your security code.

- Press 4 turn on or off your busy greeting.

- Press 5 record your busy greeting.

- Press 6 to record your name. (this puts your name in the dial by name directory).

- Press 7 to change your message notification.

- Press 8 to set up automatic message copy.

- **Manage Personal Distribution Lists:**

- **Enter voicemail box**, press **3** to manage your mailbox, then press **3** to manage your lists.

- Select a list **1 - 25** (This is the number of lists allowed).

- Press **1** to review list, press **2** to add a mailbox extension, press **3** to delete a mailbox for the list, or press **4** to add a comment to the list, or press **9** to return to the previous menu.

NOTES:

Pressing 4 after a voice mail message will play the data and time stamp.

Pressing # while playing a message will fast forward the message five seconds.

Pressing * will back the message up five seconds.

Press 4 to pause a message.

Press 8 will turn up the volume on a message.

Press 0 will turn down the volume on a message.

77 will play saved messages before new message.