




# User Training



# Voice Mail AVST CallXpress

# Summary

-  Button
- First Time Access
- Change Your Personal Options
  - Change your Greetings
  - Change your Security Code
  - Change your Recorded Name
- Manage Messages



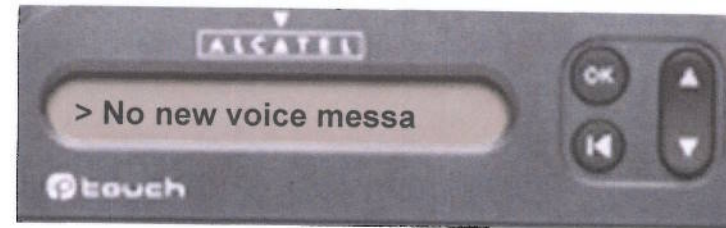
The  button has multiple functions:

- If the Message (orange) light is flashing
  - You have a new message  
(voicemail, text message, no answer etc)
  
- If the Message button is a solid color (orange)
  - You have saved a message



# First Time Access

Press the MWI  button.  
Then press OK



**Listen to the Voice guide :**

- Dial your temporary security code (this is 0000)
- Dial your new security code. Press #
- Record your first and last name. Press 2 to start recording Press # when done then Press 5 to save it.
- Record your Personal Greeting. Press 2 to start recording. Press 2 again to stop the recording, Press 5 to save your recording



# Change Your Personal Options

Access the Voice mail system:  then press ok

You may also dial \* # #.

## Enter your security code

- Choose **3** for Phone Manager Functions
  - Choose **1** for Personal Options
    - Choose **3** to Record a Personal Greeting (Note: the options here are the same as choosing options **4 & 6** from the Phone Manager Menu)
    - Choose **4** to Change your Security Code
    - Choose **5** to Change your Recorded Name
  - Choose **2** for Messaging Options
  - Choose **3** for Automated Attendant Options
  - Choose **4** to Record a Standard Greeting
  - Choose **6** to Record an Out of Office Greeting



# Manage Messages

Press the MWI  button then press ok

## Enter your security code

- Choose **1** to listen to new messages (At any time while listening to your message you may choose from the following options)
  - Choose **1** to Pause (choose 1 again to resume)
  - Choose **2** to Forward the message
  - Choose **3** to Back up 5 seconds
  - Choose **4** to Erase
  - Choose **5** to Save
  - Choose **6** to Review
  - Choose **7** to Skip to the next message
  - Choose **8** to Reply
  - Choose **9** to Advance 5 seconds
  - Choose **0** for Info / Group Options