MIVOICE OFFICE 250 VOICEMAIL USER GUIDE



TO SETUP YOUR MAILBOX FOR THE FIRST TIME

- 1. Press the Voice Mail key
- 2. When the Voicemail answers, press *
- 3. Enter your mailbox number (your extension number)
- 4. When asked for your password, enter your mailbox number as the default password, and press #
- 5. Change your passcode:
 - Enter your new passcode
 - Press # to accept
- 6. Record your name in the directory:
 - After the tone, record your first and last name and press #
 - Your options are: Press 1 to Replay, 2 to Append, or 3 to Re-record
 - Press # to accept
- 7. Listen through the introduction, then record your personal greeting:
 - Press 4 for Personal Options
 - Press 1 to Change Your Personal Greeting
 - Press 1 for your Primary Greeting
 - After the tone, record your voicemail greeting
 - Press # when finished
 - Your options are: Press 1 to Replay, 2 to Append, or 3 to Re-record.
 - Press # to save your greeting
- 8. When you hear the voicemail say "Greeting Saved" you can hang up. Your new mailbox is set up!

SAMPLE GREETING

"Hello, this is _____ with (business name). Please leave your number and message and I will return your call as soon as possible. Thank you for calling."

Optional adds to your greeting:

"To reach the receptionist, dial zero now."

Add today's date and re-record your greeting every day,

TO ACCESS VOICEMAIL FROM YOUR EXTENSION

- 1. Pick up your handset or press the speaker phone button
- 2. Press the flashing MSG button
- 3. When Voicemail answers, enter your password and press #

TO ACCESS VOICEMAIL FROM ANOTHER EXTENSION OR A SHARED PHONE

- 1. Press the Voice Mail key
- 2. When the Voicemail answers press *
- 3. Enter your mailbox number
- 4. Enter your password and press #

TO ACCESS VOICEMAIL FROM OUTSIDE THE OFFICE

- 1. Dial the Main number
 - If answered, ask to be transferred to Voicemail
- 2. When voicemail answers, press 9
- 3. Enter your mailbox number
- Enter your password and press #

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- Press the Voice Mail
- 2. Enter the mailbox number of the person you are trying to reach



VOICE MAIL FLOW CHART

NOTE: At any menu level, you can press 💌 to cancel or return to the previous menu or press # to accept.

ACCESSING YOUR MAILBOX EITHER, Press the Message key to respond to a message from voice mail. OR, Call the voice mail extension number, press * , and enter your mailbox number. Enter your password and then # SUBSCRIBER MAILBOX MENU Listen to New Message Send A Message Listen to Saved Messages Personal Options Message Options SENDING A MESSAGE Dial the mailbox number, reply to a message, or forward a message. · Record your message. To pause press 2 To erase press 3 · Hang up to send OR Press # for options. **RECORDING OPTIONS** Replay bbA 2 3 Erase and Re-Record **Delivery Options** 9 **Announce Only DELIVERY OPTIONS Private** 1

2

3

#

Hang Up

	PERSONAL OPT	ONS
Red	cord Greeting	1
	Primary Greeting	1
	Alternate Greeting	2
	System Greeting Also see Recording	3 Options
	cord Directory Name See Recording Opt cord Password	
50000		
Chi	ange Envelope Settir Time and Date	igs
	Message Source	2
	Message Length	3
	All Options	4
	No Options	5
Rer	note Messaging	5
	Primary Cascade	1
i	Alternate Cascade	2
More Options 9		
	Fax Destination	1
	Message Order	2
	Transfer Method	5
	MESSAGE ORD	ER
Nev	v Messages	1
Saved Messages 2		
TRANSFER METHOD		
Una	nnounced	1
Screened 2		
1		

MESSAGE OPTIONS

Cancel Unheard Messages

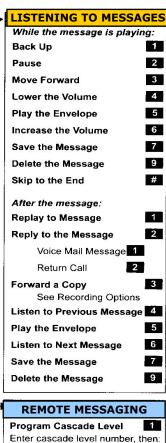
Recover Deleted Messages 2

2

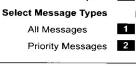
Listen

Recover All

Erase All



Program Cascade Level Enter cascade level number, the Enable/Disable 1 Enter Personal # 2 Enter Pager # 3 Enter Time of Day Set Days of Week Monday-Friday 1 All Days 1-7 Individual Days 1-7





2

3

4

Certified

Priority

Send and Exit

Send to Other Mailboxes