

**Toshiba**

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**TELELINK**  
COMMUNICATIONS INC.

## **Toshiba Quick Start Guide**

### **IVP8 Voice Mail**



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# Voice mail User

*IVP 8 Voicemail User*

## 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.
- Press **2** to save the message.
- Press **3** to delete the message.
- Press **5** to forward the message to another mailbox.

### 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 lists).
- Press 04 to send to multiple destinations.
- You can press **#** after recording your message, or you can press 7 for special delivery options. Here you can set your message as urgent by pressing 1. Press 2 to send it private. Press 3 to mark the message with a receipt press 8 to set the 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 change your user options: This is where you can control user defined functions.
- Press 1 to turn on DND (sends callers directly to voice mail).
- Press 2 to turn on call screening.
- Press 3 to change your security code.
- Press 4 to turn your busy greeting on or off.
- Press 5 to record a busy greeting.
- Press 6 to record your name.
- Press 7 to change your message notification.
- Or press \* to review your option settings.
- Press **3** to manage your personal distribution lists. (you can create up to 7 different list) . Follow the prompts to add and delete users from your lists.
- Press **4** to manage guest mailbox. (you can have guest mailboxes on your phone).

### How to Directly Send a Message:

- **Once you have entered your voicemail**, press **2** to directly send a message, then enter the extension that you wish to send the message to, press **#**.
- If present press the **Send VM** button and dial the extension.
- Dial **8** + the extension number that you wish to leave a message for. From the company's main greeting dial 998.
- **Sending a message to multiple locations.** While in your voicemail, press 4 to send messages to multiple destinations. The system will prompt you to enter the user id followed by **#**.

## NOTES:

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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.