

GETTING STARTED

Using Voice Manager

Listening to Voice Messages

The system can include a Voice Manager to record messages in your own voice mailbox.

You can use this by setting the Voice Manager number as your diverts.

Remember to check your mailbox regularly as the Voice Manager can delete messages after set periods.

• Voice Manager Functions :

The INDeX supports a number of different Voice Managers and so the range of options available to you may differ.

To check your mailbox:

- 1. Press ● LISTEN or ● VOICE and then ● LISTEN.***
- 2. The display shows ENTER PASSCODE. Enter your mailbox passcode (not your phone's passcode).***
 - If you make an error, press CANCEL to restart.***
- 3. Once in your mailbox, the Voice Manager tells you how many messages you have. Use the controls below.***

To control your mailbox messages:

- 1. To rewind the message, press ● REWIND.***
- 2. To fast forward the message, press ● FFWD.***
- 3. To hear the next message, press ● NEXT.***
- 4. To delete the message, press ● DELETE.***
- 5. To hear the previous message, press ● SCROLL and ● PREVIOUS.***
- 6. To find out when the message was left, press ● WHEN.***
- 7. To copy the message to a mailbox, press ● COPY.***
- 8. To save the message press SCROLL and then ● SAVE.***



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Using Any Phone

You can dial the Voice Manager and check your mail when away from your desk or even out of the office. The phone you use must have MF tone dialling with and # keys.

To access the Voice Manager:

1. If internal, dial the Voice Manager extension number.
2. If external, either dial in to your company and ask to be transfer to the Voice Manager extension or use a direct number if your company has one set up.
3. When you hear the Voice Manager respond, press #.
4. Enter your mailbox ID. and then your mailbox password if requested.
5. The voice manager will provide you with prompts to control the messages.

Changing Your Temporary Greeting

You can replace your mailbox greeting with a temporary one. The Voice Manager will delete it during its daily housekeeping (which normally occurs at night).

To add a temporary mailbox greeting:

1. Press ● **VOICE** and then ● **TEMP MSG**.
2. The display shows **ENTER PASSCODE**. Enter your mailbox passcode.
3. Once the Voice Manager accepts your passcode, it shows ● **LISTEN**, ● **CHANGE**, ● **DELETE** and ● **FINISH**.
4. When finished, replace the handset.

Leaving Voice Mail Messages

To leave voice messages:

1. Press ● **VOICE** and then ● **MESSAGE**.
2. The display shows **DIAL EXTENSION**. Enter the extension for whom you want to leave a message.
3. Voice Manager plays the extension's mailbox name and gives a tone. Speak your message and press ● **FINISH**.



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- To check your message, press ● **REVIEW**.
 - To change the message, press ● **RERECORD**.
 - To send the message if okay, press ● **SEND**.
 - To cancel the message, press ● **ANSWER RELEASE**.
4. If you want to leave another message, press ● **NEXT**, otherwise replace the handset.

Modifying Your Mailbox

To modify your mailbox name, password and greeting:

1. Press ● **VOICE** and then ● **MODIFY** (if lines to the Voice Manager are busy, the phone shows a ● **WAIT** option).
2. The display shows **ENTER PASSCODE**. Enter your mailbox passcode (If you make an error, press ● **CANCEL** to restart).
3. Once the Voice Manager accepts your passcode, select the feature you wish to change (each has options to ● **LISTEN**, ● **CHANGE** and ● **FINISH**).
 - To alter your password, select ● **PASSWORD**. Do not set an obvious password such as 1234, 0000 or your extension number.
 - To alter your greeting, select ● **PERM MSG**.
 - To alter your mailbox name, select ● **NAME**.
4. When finished, replace the handset.