

# CANWEST

## VOICE MAIL DIRECTIONS

### In the Office :

Log in to your mailbox = Press "Voice Mail" button or " Intercom 165 "

### From Outside the Office :

Log in to your mailbox = Call the Office and ask to be transferred to your mailbox or call your Direct Line.  
When hearing your own recording Press # 6 \* and your Mailbox Number

#### **Recording Your Personal Greeting**

1. Log in to your mailbox = Press "CALL VOICE MAIL"

2. 

3	1	1
3	1	2
3	1	3
3	1	5

 No Answer Greeting  
Busy Signal Greeting  
After Hours Greeting  
Temporary Greeting

3. Follow the prompts as necessary

4. Record your greeting after the tone.

5.  To end recording

6. Follow the prompts as necessary

To review

To rerecord

To accept

You must accept the recording for the greeting to play

#### **Playing Messages**

1. Log in to your mailbox

2.

3.  to play New messages     to play old messages     to play deleted messages

4. Listen to the message

#### **Set the Password**

1. Log in to your mailbox = " VOICE MAIL"

2.

3. Enter the desired number combination,

minimum 5 digits, then press

4.  To accept

#### **Record Your Name**

1. Log in to your mailbox

2.

3. State your name after the tone.

4.  To end recording

5.  To accept

# Key Function in Message Playback

Key	Feature	Message Type		
		New	Old	Deleted
[1]	Repeat the message	✓	✓	✓
[1] [1]	Replay the previous message	✓	✓	✓
[1] [2]	Play the next message	✓	✓	✓
[2]	Pause/restart message playback (during playback only)	✓	✓	✓
[2] [3]	Play the message envelope	✓	✓	✓
[2] [4]	Set Bookmark (during playback only)	✓	✓	—
[2] [5]	Start playback at the Bookmark	✓	✓	—
[2] [6]	Save this message as new	✓	—	—
[3] (+ [1])	Delete this message	✓	✓	—
[3]	Recover this message	—	—	✓
[4]	Reply to this message	✓	✓	—
[5] *	Rewind (during playback only)	✓	✓	✓
[6] *	Fast-forward, skip envelope (during playback only)	✓	✓	✓
[7]	Transfer this message	✓	✓	—
[8]	Adjust playback volume (during playback only)	✓	✓	✓
[9] *	Adjust playback speed (during playback only)	✓	✓	✓
[9] [0] *	Play back at normal speed (during playback only)	✓	✓	✓

\*: These keys also function when using VM Menu.