



To Access your Voice Mail after initial Set Up:

1. Press Mail/Envelope button on your phone or dial * (star) plus Phone Extension (Ex. *111)
2. Type in your Password when prompted
3. To Access a Different Voice Mail Box: Dial * (star) plus other Voice Mail Box.

Main Mailbox Menu:

Press 1 New / Old message. Press to hear new or old messages.

* asterisk: rewind

#: fast forward

Press 2 To change folders (do not use).

Press 3 Advance Option:

5. To leave a message for another user

Press 1 to enter an extension

Press 2 to use the directory

* To return to main menu.

Press 0 Mailbox Options (Greetings)

1. Record unavailable greeting
2. Record busy greeting
3. Record name
4. Record temporary greeting
5. Change password

Press * To Return to main menu

Press # To Exit

Mailbox Options after listening to a message:

Press 3 for advance Options (see below for more instructions)

1. Send a Reply

3. Hear envelope date /time

5. Leave message for another user

Press 1 to enter and Extension

Press 2 to use the Directory

* To return to main menu

Press 5 to Repeat Message

Press 6 to play next Message (if there is one).

Press 7 to Delete Message

Press 8 to Forward Message to another user

1. To enter an Extension

2. To use the Directory (if there is a directory)

* To go back to original message

Press 9 to Save Message

Press * for Help

Press # to Exit

Support: support@hungerford.tech or call 616-949-4020

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Greeting Guide:

Unavailable Message (option 1):

This is the message users will hear if you do not answer your phone, a message is directly transferred to your voice mail, or you have not recorded a Busy Message.

Unavailable Message is also the option you will need to record if you have any General Mailboxes

Busy Message (option 2):

This is the message that callers will hear if you are on the phone or your DND (do not disturb) is active. If you do not record a Busy message, caller will hear your Unavailable message.

Name Message (option 3):

You will want to record your Name if you have an Auto Attendant with dial by name as an option).

Temporary Greeting (option 4):

This is the message users will hear if you are out of the office or on vacation.

After the tone please record your temporary greeting, then press #

Press 1 to accept this recording

this message has now been saved

Press 2 to listen to your temporary greeting

Press 3 to re-record your temporary greeting

After you have accepted your recording, you will hear:

There is a Temporary Greeting that overrides your Standard Greeting (unavailable message)

The next time you access your voice mail you will need to access Voice Mail Options (0)

You will hear: *there is a temporary greeting that overrides your standard greeting*

This will loop back to Option 0 (Mailbox Options)

If you choose Option 4 (Temporary Greeting), then you will hear:

Press 1 to record a Temporary greeting

Press 2 to erase your Temporary greeting

If you Erase your temporary greeting it defaults to your Unavailable and Busy message.

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