Voice Mail Instructions

**Access Your Voice Mailbox**

**From Your Telephone**
Dial voice mail extension 7000  
Enter your security code

**From Another Telephone with Voice Mail**
Dial voice mail extension 7000  
Press * #  
Enter your mailbox number  
Enter your security code

**From Another Telephone without Voice Mail**
Dial voice mail extension 7000  
Press #  
Enter your mailbox number  
Enter your security code

**From Outside the Office**
Dial 209-664-7000  
Press #  
Enter your mailbox number  
Enter your security code

**Initialize Your Voice Mailbox**
The first time you access your voice mailbox, you will be asked to initialize your mailbox. You must complete the initialization process for your mailbox to accept messages.

Dial voice mail extension 7000  
Enter the default security code 0000  
Follow the initialization prompts to  
  · Change your security code.  
  · Record your name.  
  · Record your personal greeting.

**Listen to Messages**
When you access your mailbox (by dialing 7000 + entering your security code), the system tells you how many new and saved messages you have.

  · Press 1 to listen to new messages.  
  · Press 5 to listen to saved messages.
### Options Available When Listening to Messages

<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pause/Resume</td>
<td>Press 1 then</td>
</tr>
<tr>
<td>· Increase speed</td>
<td>Press 4 + 1</td>
</tr>
<tr>
<td>· Reduce speed</td>
<td>Press 7 + 1</td>
</tr>
<tr>
<td>· Increase volume</td>
<td>Press 6 + 1</td>
</tr>
<tr>
<td>· Reduce volume</td>
<td>Press 9 + 1</td>
</tr>
<tr>
<td>· Set bookmark</td>
<td>Press 5 + 1</td>
</tr>
<tr>
<td>· Skip to bookmark</td>
<td>Press 8</td>
</tr>
<tr>
<td>Forward</td>
<td>Press 2</td>
</tr>
<tr>
<td>Back up 5 seconds</td>
<td>Press 3</td>
</tr>
<tr>
<td>Discard</td>
<td>Press 4</td>
</tr>
<tr>
<td>Save</td>
<td>Press 5</td>
</tr>
<tr>
<td>Review</td>
<td>Press 6</td>
</tr>
<tr>
<td>Skip</td>
<td>Press 7</td>
</tr>
<tr>
<td>Reply</td>
<td>Press 8</td>
</tr>
<tr>
<td>Advance 5 seconds</td>
<td>Press 9</td>
</tr>
<tr>
<td>Info/Group selection</td>
<td>Press 0</td>
</tr>
<tr>
<td>Help</td>
<td>Press #</td>
</tr>
<tr>
<td>Cancel/Exit</td>
<td>Press *</td>
</tr>
</tbody>
</table>

### Record and Send Messages
You can quickly record and send a message to one or more voice mailboxes with a few simple steps.

1. Access your voice mailbox (by dialing 7000 + entering your security code).
2. Press 2 to record and send a message.
3. Enter the mailbox number of the message recipient.
4. Press 2 to start recording.
5. Press 2 to end recording.
6. Press 5 to send the message.

### Personal Options
To modify your mailbox to meet your needs.

1. Access your voice mailbox (by dialing 7000 + entering your security code).
2. Press 3 to Access Phone Manager.
3. Press 1 for Personal Options.
4. Frequently Used Personal Options

#### To Record your Personal Greeting

1. Access your voice mailbox (by dialing 7000 + entering your security code).
2. Press 3 for access Phone Manager.
3. Press 1 to access Personal Options.
4. Press 3 to Record a Personal Greeting.
5. Press 1 to record a **busy greeting**.
6. Press 2 to record a **standard greeting**.
7. Press 3 to record an **out-of-office greeting**.

To turn off an out-of-office greeting:

Access your voice mailbox (by dialing 7000 + entering your security code). You will be reminded that your out-of-office greeting is on and you will be given an option to turn it off.
**Change your Security Code**
Access your voice mailbox (by dialing 7000 + entering your security code).
Press 3 for Access Phone Manager.
Press 1 to Access Personal Options.

**Record Your Name**
Access your voice mailbox (by dialing 7000 + entering your security code).
Press 3 for Access Phone Manager.
Press 1 to Access Personal Options.
Press 5 to Record your name.

**Transfer a Caller Directly to a Mailbox**
Press Transfer Key
Dial 7000.
Dial * + 8 + Extension number.
Hang up quickly.
To receive a caller back from a transfer, press * + * + Transfer key.

**Leave a Quick Message for a Subscriber**
Dial 7000.
Press *.
Dial 8 + extension number.
To bypass someone's personal greeting, press 2 when the greeting starts.