

# For More Info: Call AtlasTelephones.com

1-888-689-1711

## ATTN: AVM JR. VOICE MAIL INSTRUCTIONS

### STEP

- 1) **To record main greeting from any phone.**
  - a. Press button DSS 25
  - b. Enter default password 1-2-3-4
  - c. Press 9 on keypad
  - d. Listen for main greeting then press \*900 on keypad.
  - e. Press default password on keypad (1-2-3-4)
  - f. After hearing software version press \*100 then associated script number (which is listed for you at the bottom of this instruction sheet.) (wait for beep) record message after finished wait 3 seconds then press #
  - g. Press \*101 and associated script number which you just recorded to listen to message.
  - h. Hang up
- 2) **To set up personal mailbox from phone.**
  - a. Press button DSS 25
  - b. Press password on keypad (1-2-3-4)
  - c. Follow verbal instructions
- 3) **To pick up messages in office.**
  - a. If MSG light is flashing red press button DSS 25 and follow verbal instructions
- 4) **To pick messages from outside the office**
  - a. Call in when you here main greeting press 9
  - b. Enter mailbox number you are trying to retrieve messages from
  - c. Enter password on keypad and follow verbal instructions
- 5) **To pick up messages when receptionist answers**
  - a. Call office
  - b. Have receptionist press button DSS 25
  - c. Have receptionist hit TRF and hang up
  - d. Press 9 on keypad when main greeting is heard
  - e. Enter mailbox number then follow verbal instructions
- 6) **To transfer call directly to a mailbox**
  - a. Press button DSS 25 this also puts caller on hold
  - b. As soon as main greeting is heard.(NOTE: if system is auto attendant press 8 on keypad when main greeting is heard)
  - c. Enter mailbox number then TRF and hang up.

### DEFAULT SCRIPT NUMBERS

00 Main greeting  
10 Night greeting

### OPTIONAL SCRIPTING

01 \_\_\_\_\_  
02 \_\_\_\_\_  
03 \_\_\_\_\_