

TRANSTEL VOICE MAIL INSTRUCTIONS

TO RECORD MAIN GREETING
FROM OPERATOR PHONE DIAL 8902 FOR
VOICE MAIL EQUIPPED SYSTEMS. OR 89 ON
LYNX SYSTEMS
ENTER PASSWORD (1234)
FOLLOW INSTRUCTIONS FOR RECORDING.

PICK UP MESSAGES REMOTELY.
CALL SYSTEM .
WHEN GREETING COMES ON ENTER #
ENTER MAILBOX AND THEN PASSWORD.

TO TRANSFER TO MAILBOX WHEN PERSON
IS NOT AVAILIABLE.
WHEN ON CALL PRESS VM TRANSFER
BUTTON.
DIAL EXTENTION AND THEN HANG UP.

RECORD PERSONAL GREETING.
DIAL 86. OR PRESS MSG KEY
ENTER PASSWORD.
FOLLOW PROMPTS.

TO RECORD MAIN GREETING REMOTELY.
CALL TO SYSTEM AND GET MAIN GREETING.
DIAL #99 AND FOLLOW INSTRUCTIONS.

TO PICK UP MESSAGES WHEN AN OPERATOR
ANSWERS.

CALL IN
HAVE OPERATOR TRANSFER YOU TO YOUR
VOICEMAIL.
PRESS # KEY AND ENTER YOUR BOX #.