

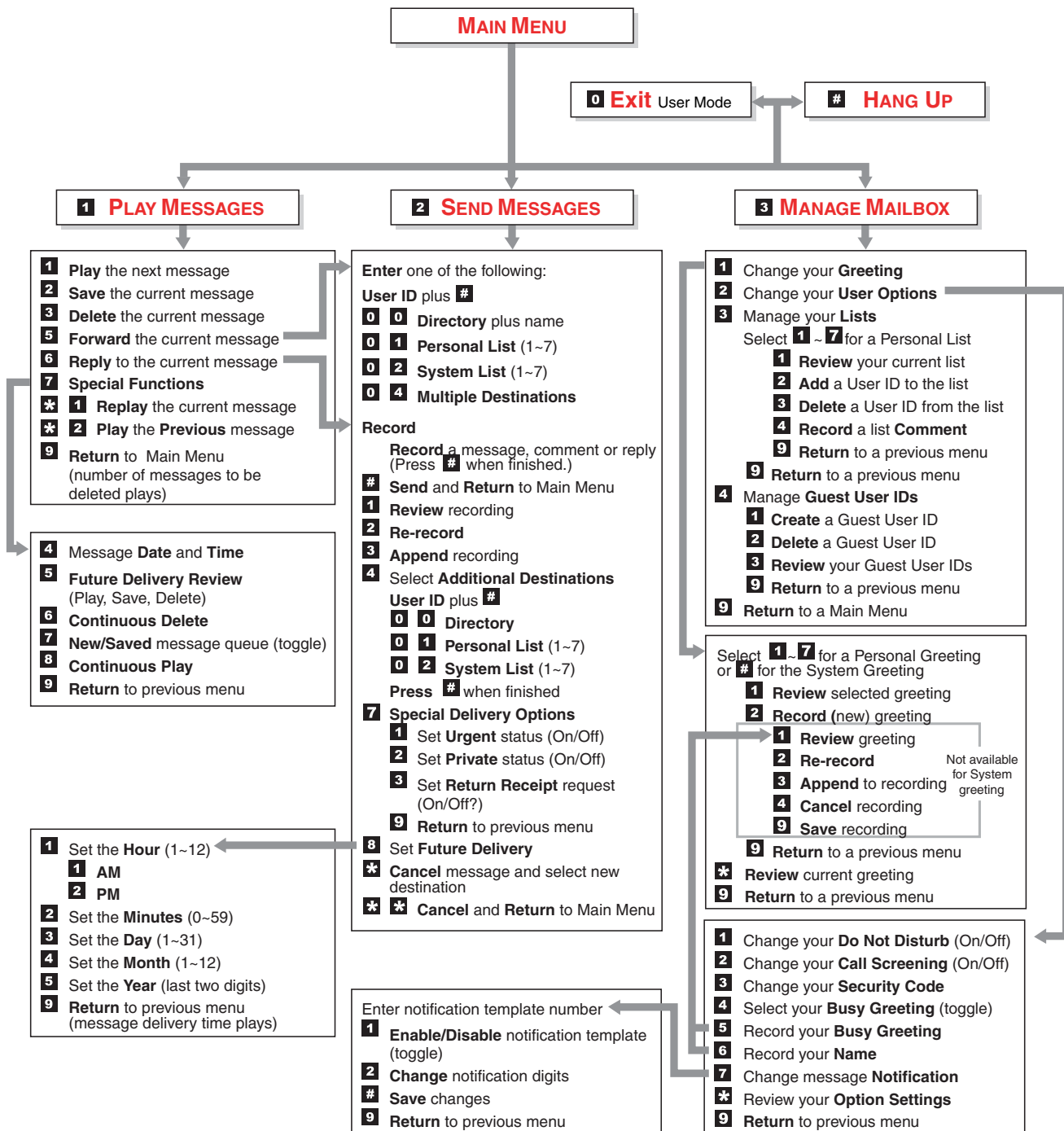


# TOSHIBA

## GVPH Voicemail Quick Reference Guide

The full User Guide can be accessed at  
<http://www.itstelecom.ca/toshibasolutions.html>

To Access Your Voicemail Box: Leave the handset on the phone and Press 600, then enter your password



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Figure 1 Admin Main Menu

## Play Messages

### *Play Your Messages*

# Play Your Messages

When you access your mailbox, your voice mail system tells you the number of urgent, new and saved messages (if supported by your system; check with your System Administrator) you have in your mailbox. If your mailbox is empty, the voice mail system prompts do not include “press **1** to play messages.”

When you press **1** from the Main Menu to play messages (menu shown below), your voice mail system automatically accesses the New Message Queue. If no messages exist in the New Message Queue, your voice mail system automatically accesses the Saved Message Queue.

From the Main Menu:

- 1 Play Messages**
  - 1 Play** the next message
  - 2 Save** the current message
  - 3 Delete** the current message
  - 5 Forward** the current message
  - 6 Reply** to the current message
  - 7 Special Functions**
    - 4** Message **Date** and **Time**
    - 5 Future Delivery Review** (Play, Save, Delete)
    - 6 Continuous Delete**
    - 7 New/Saved** message queue (toggle)
    - 8 Continuous Play**
    - 9 Return** to previous menu
  - \* 1 Replay** the current message
  - \* 2 Play** the **Previous** message
  - 9 Return** to the Main Menu

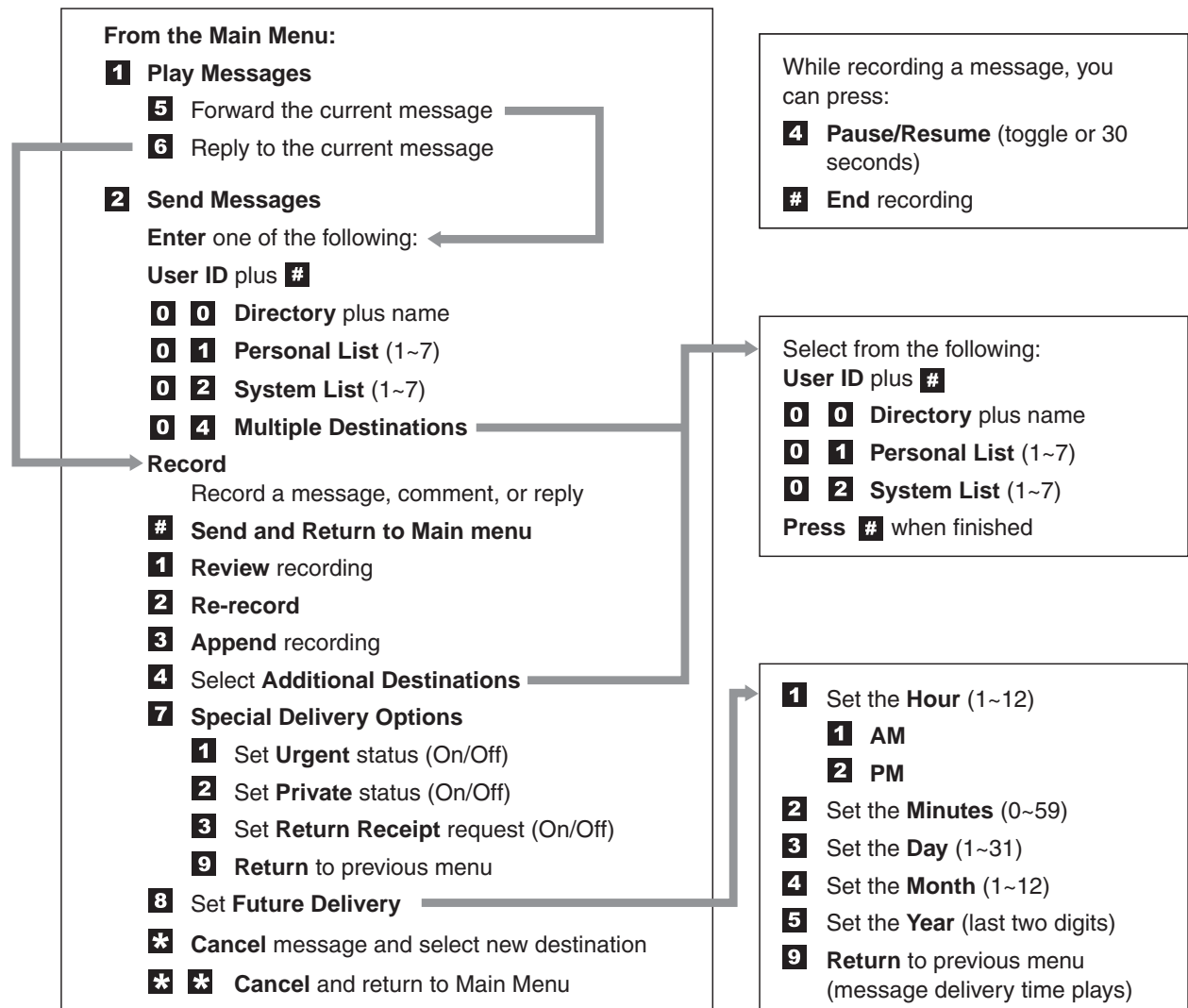
While playing a message, you can press:

- 4 Pause/Resume** (toggle or 30 seconds)
- 8 Turn Up** volume
- 0 Turn Down** volume
- \* Backup** (rewind)
- # Go Forward** (advance)

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# Send a Message

Using the Send Messages Menu (shown below), you can record a message and send it to a single mailbox or multiple destinations (e.g., personal or system distribution list), forward a message (with a comment), or reply to a message sent you.



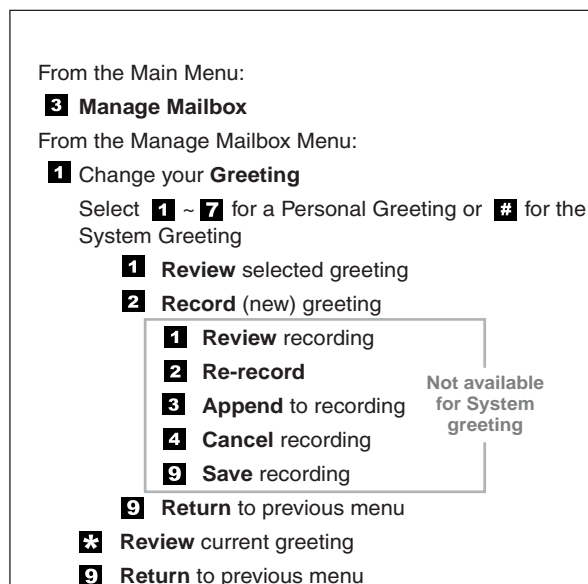
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# Change Your Greeting

You can select either a personal or system greeting to play callers when you do not answer or when your telephone is busy.

This section discusses the three basic greeting controls (menu shown below):

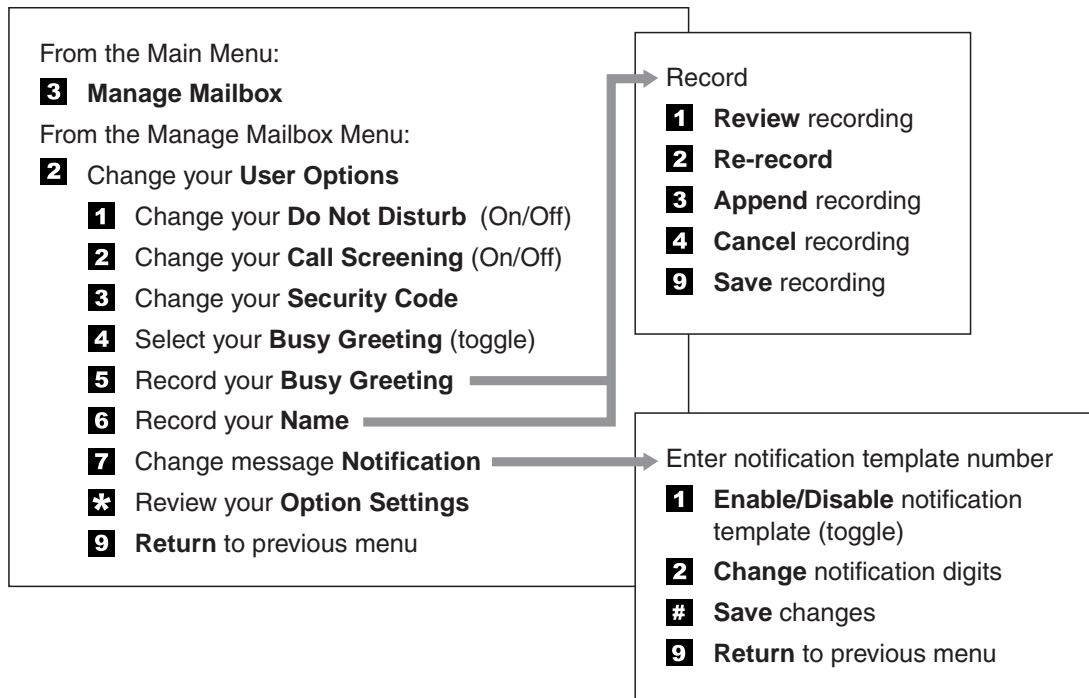
- Create or record over a personal greeting
- Change your greeting selection
- Review a greeting



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# Change Your User Options

Your voice mail system provides a number of special options to improve time management and productivity (menu shown below). For example, the DND feature can provide blocks of time for meetings or projects uninterrupted by the ringing of a telephone.



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**Important!** *If you do not hear all the options for this menu, they may not be configured for your telephone or system. Please ask your System Administrator to verify which user options are available to you.*