



VOICEMAIL EXTERNAL TVM50/200 USER GUIDE

FOR PANASONIC KX-T76XX & KX-DT3XX SERIES HANDSETS

VOICEMAIL TVM 50/200

The telephone system has a Voicemail system giving selected Extensions a personal mailbox. If you have a dedicated Mailbox your extension will in default overflow to your mailbox if a call to the extension gets a busy tone or no answer.

MAILBOX SETUP

To set up personal settings on your mailbox the system has a built in Tutorial which takes you through setting a password and recording out going messages. To enter the tutorial lift the handset and Dial 500 and follow the prompts. If no out going messages are recorded the caller will hear an automated voice.

LOG IN TO YOUR MAILBOX FROM YOUR EXTENSION

LIFT HANDSET
DIAL 500
ENTER YOUR PASSWORD THEN #

LOG IN TO YOUR MAILBOX FROM ANOTHER EXTENSION

LIFT HANDSET
DIAL 500#6*YOUR EXTENSION NUMBER
ENTER YOUR PASSWORD, THEN #

CHANGE OR DELETE YOUR PERSONAL GREETINGS

LOG IN TO MAILBOX DIAL 3 THEN 1
SELECT DESIRED GREETING
-: DIAL 1 FOR NO ANSWER GREETING
-: DIAL 2 FOR BUSY SIGNAL GREETING
-: DIAL 3 FOR AFTER HOURS GREETING
-: DIAL 4 FOR CALLER ID GREETING
-: DIAL 5 FOR TEMPORARYGREETING

Southern Business Communications Ltd

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FOLLOW THE PROMPTS AS NECESSARY
WE RECOMMEND STATING YOUR NAME IN YOUR GREETING MESSAGES, SO
THAT CALLERS WILL KNOW THEY HAVE REACHED THE CORRECT MAILBOX.
THE MAILBOX LENGTH OF EACH GREETING MESSAGE IS 1 MINUTE BY DEFAULT.

CHANGE YOUR PASSWORD

LOGIN TO YOUR MAILBOX DIAL 3 2 1
ENTER THE DESIRED PASSWORD, THEN PRESS #
DIAL 2 TO ACCEPT
REPLACE HANDSET

REMOTE ACCESS

You can log in to your mailbox from any extension to carry out all editing as required.

LIFT HANDSET
DIAL 500#6* YOUR EXTENSION ENTER YOUR PASSWORD THEN #
FOLLOW PROMPTS AS NORMAL

SET CALL FORWARDING FROM YOUR SYSTEM HANDSET (The extension for TVM is 500)

CALL FORWARDING ALL CALLS

DIAL *7102(FOR BOTH INTERNAL & EXTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #
DIAL *7112 (FOR EXTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #
DIAL *7122 (FOR INTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #

CALL FORWARD BUSY

DIAL *7103 (FOR BOTH INTERNAL & EXTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #
DIAL *7113 (FOR EXTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #
DIAL *7123 (FOR INTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #

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CALL FORWARD NO ANSWER

DIAL *7104 (FOR BOTH INTERNAL & EXTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #
DIAL *7114 (FOR EXTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #
DIAL *7124 (FOR INTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #

CALL FORWARD BUSY/NO ANSWER

DIAL *7105 (FOR BOTH INTERNAL & EXTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #
DIAL *7115 (FOR EXTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #
DIAL *7124 (FOR INTERNAL CALLS) + EXTENSION NUMBER #
OR DIAL (9) + EXTERNAL NUMBER #

TO CANCEL ALL OF THE ABOVE CALL FORWARDS

DIAL *7100

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