


ACCESSING ALCATEL VOICEMAIL

<input type="checkbox"/> External DIAL _____		<input type="checkbox"/> Internal  PRESS MAIL	
Wait for Greeting PRESS *		DIAL 3	
Enter your Mailbox Number ____ _ (Extension)		Enter your Password ____ _ (Extension)	
<input checked="" type="checkbox"/> 1 Listen to new messages		<input checked="" type="checkbox"/> 4 Personal options	
<input checked="" type="checkbox"/> 1 Replay		<input checked="" type="checkbox"/> 3 Erase/next	
<input checked="" type="checkbox"/> 1 Greetings/ name		<input checked="" type="checkbox"/> 4 Record greeting	
<input checked="" type="checkbox"/> 1 Start "message waiting" indicator		<input checked="" type="checkbox"/> 4 Schedule	

These menu options are displayed when you press "0"

ALCATEL 4610 Voice Mail



Courtesy of DownerCommspec (NZ) Ltd



The first time you access your mailbox, the voice mail guide will tell you how to enter your password and record your name.


Select a Greeting (Examples)

Hello this is (on today's date, optional)
 I am either on the phone or just away from my desk, for further assistance please dial zero or leave a message after the tone.
 Thanks for calling.

Hello this is (on today's date, optional)
 I'm away from the office today, if you would like to ring my mobile, please ring
 For further assistance, dial zero now, or leave a message after the tone.
 Thanks for calling.

Hello this is (on today's date)
 I will be out of the office until (date/time of your return)
 For further assistance, dial zero now, if you would like to ring my mobile, please ring
 Or leave a message after the tone, and I'll call you back as soon as possible. Thanks for calling.

ACCESSING YOUR MAILBOX					
 Mail	→	Dial 3	→	 enter your password	→ Follow voice mail guide

CHANGING THE PASSWORD				
Access Your Mailbox	4	3		# Confirm
			Enter new password	

CHANGING THE GREETING					
Access your Mailbox	4 Personal options	1 Personalised greeting	4 Record greeting	OR	5 Change name
→	Record your greeting using your handset	# Confirm	OR	1 Replay	* Erase and re-record

You can record up to 3 different greetings and choose which will be broadcast


Choose 3 greetings mode

4 Personal options	1 Personal greeting	6 3 Greetings yes/no
--------------------------	---------------------------	----------------------------

Select your greeting

4 Personal options	1 Personal greeting	1 OR 2 OR 3 Press the key which corresponds to the greeting chosen (1,2 or 3)
--------------------------	---------------------------	---

LISTENING TO MESSAGES					
Access your Mailbox	1 Listen to new messages	1 Replay	OR	2 Archive (Save) Next message	OR
→	3 Erase/Next message	OR	5 Send a Copy to another mailbox		

SENDING A MESSAGE					
Access your Mailbox	3 Send a Message	Record Message	# Confirm	OR	1 Replay
→	* Erase and re-record	 Enter correspondent's Mailbox number	# Confirm		