

Alcatel OmniPCX Office

VoiceMail Quick Reference Guide – DownerCommspec 0800 828 888

To access your voicemail

- Press the mail key (or dial *91)
- Press 1 for messages
- Enter your pin number

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**Note: Your *Greeting / Name* is not recorded within your voicemail box.
Refer to the telephone quick reference guide. (Dial 88 then 1 or press (i) key)**

Press 1 to listen to new messages
(time and date message was left will
play before the message is
presented)

Press 3 to send a message to another
mailbox
Press 9 to customize mailbox (only
if remote customization is allowed)

Press 1 to replay the message
Press 2 to erase the message
Press 3 to call back the person who left the message

Press # to skip message (will not be deleted)
Press * to go back to mailbox menu

Press 0 for further options

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Enter the destination mailbox number
To confirm number press #
To delete press *

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Press 4 to listen to next message
Press 6 to send a copy

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To enter an additional destination press 1
To record your message press 2 (when you
have finished recording press #)
To confirm recording & send press #
To delete recording press *
To replay recording press 1

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Enter the destination mailbox number
To confirm destination press #
To delete destination press *
To enter an additional mailbox press 1
To record comment press 2 then # to end recording
To send copy press 3

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To replay your comment press 1
To rerecord comment press *
To confirm and send press #

To access text messages

Press the mail key
Press 3 – this will show the sender's name (or if sending one ask for destination extn)
Press Next Screen – this will show the extension/phone number of the sender
Press Next Screen – this will display the text message
Press Next Screen – this will show the date & time message was left
Press 2 to erase the message
Note: Text messages can be accessed once your mailbox is configured.