



Panasonic TVA Digital Voice Mail

Quick Reference Sheet

Initial Mailbox Setup:

Record 'No Answer Greeting' (this is the only greeting you need to record):

Press VM Access or Intercom & Dial 500, Option 3, 1, 1 & Follow Prompts

Set a Password (Optional):

Press VM Access or Intercom & Dial 500, Option 3, 2 & Follow Prompts

Record 'Name Announcement':

Press VM Access or Intercom & Dial 500, Option 3, 3 & Follow Prompts

Retrieving Voice Mail Messages:

From your Extension:

Press VM Access or Intercom & Dial 500 when your 'Message Light' is on.

From another Extension:

Press VM Access or Intercom & Dial 500, #6, * & your mailbox number.

From the Outside:

Call main office number and when you hear Main Company Greeting Press * & mailbox #

If Transferred to your Mailbox from Operator:

When you hear your greeting Press #6, * & your mailbox number.

Voice Mail Tips & Features:

Leave someone a message: Press VM Access or Intercom & Dial 500, #6 & their mailbox number.

While listening to a message:

Press 1 – Re-plays message from the beginning.

Press 1&1 – Re-plays previous message from beginning.

Press 1&2 – Saves message and plays next message.

Press 3 – Deletes the message (once deleted cannot be retrieved)

Press 5 – Rewinds message 5 seconds

Press 6 – Fast forwards message 5 seconds

Press 7 – Transfers and message to another mailbox

Press #6 & Mailbox Number – To leave a message for someone

Press #8 & Extension Number – To try and speak to someone

Record Main Greeting:

Press VM Access, #6, *998, 9876#, 5, 3 & 1