

STRATAGY VOICEMAIL OPERATING INSTRUCTIONS

TO SET UP YOUR MAILBOX FOR THE FIRST TIME

INITIALIZING YOUR MAILBOX:

Press the MESSAGE key and dial your temporary access code (1139) followed by the # key. Follow prompts for your voicemail box setup.

When prompted;

- Change password (if desired)
- Record name
- Record greeting
- Activate your greeting

TO ACTIVATE A CERTAIN GREETING:

Enter the following sequence on your keypad from the main menu of your mailbox:

- Press 4, then press 2; then press 4. Then press 1 to activate Greeting #1. You can record up to 4 greetings in your mailbox.

ACCESSING YOUR MAILBOX:

From your phone:

- Press the MESSAGE key and enter your password plus #.

From another phone:

- Press the MESSAGE key. When the system answers, press * and enter your mailbox number/extension number plus the # key and your password plus the # key.

From outside the office:

- Dial your main number or backdoor number. When the voicemail system answers, press the # key, enter your extension/mailbox number plus the # key and your password plus the # key.

**NOTE: your voicemails will also show up in your email inbox, on the ZAC software on your computer and on your mobile app.

VOICEMAIL TIPS:

- To bypass the date and time stamp, press 0.
- To skip to next message, press #.
- To bypass a user's greeting, press 1.