



To the Mail Box Owner

Your new mailbox can be changed to meet your personal needs. You can also utilise a password, ensuring that your messages are kept confidential. Messages left in your mailbox can be retrieved whether on-site or away from the office 24 hours a day. DigiMail provides you with complete control, enabling you to review, save, erase, and replay messages - or send messages to another mailbox.

Steps that must be taken before you use your Voice Mail:

- ① **Password**
Your password is the same as your extension number, but it can be changed for security purposes. Do this by pressing **5 1** from the main menu.
- ② **Message to Record**
From the main menu, record your own Name, by pressing **2 6 4**. Also from the main menu, record your out-going message by pressing **2 6 1**

Press # at the end of your recording.
- ③ **Message Retrieval**
You can retrieve your messages by pressing your 'Message' key, or dialling the access code, then entering your password. Alternatively, when you hear your own greeting, press and you will be prompted for your password. This is an easy way to retrieve your messages from outside the office.

Note: There are more options than those listed opposite, however these are the main ones you will require. Check with your System Manager for details on other options.

NOTES:

GMA
Voice Mail

USER GUIDE