UNIFIED VOICE
TELEPHONE VOICEMAIL QUICK START

Armstrong Voice Mail (VM) will let you know when you have new messages. Your message indicator depends on the type of telephone you own. You will typically hear either a stutter-tone when you pick up your telephone receiver or see a message waiting light on the telephone indicating that you have a new message.

0 Help   **8** Pause/Continue   ***** Previous Menu/Exit

ACCESSING YOUR ACCOUNT

* 9 8 Access your VM from your office telephone

If you're away from your office, dial your office telephone number then press ***** , enter your passcode and press **#**

NOTE: The first time you access VM, you will need to enter a four digit passcode. This will be provided by installer on day of install.

The passcode code is ＿ ＿ ＿ ＿

Remote VM Access Dial **724-841-0615** or **1-844-463-9804** followed by your **DID# ＿＿＿ ＿＿＿ ＿＿＿＿** then enter your PIN

MAIN MENU

▸ Follow the steps to access your account

▸ The attendant will notify you if you have new messages from the main menu

1 Play Messages

2 Send a Message

3 Setup Greetings

4 Mailbox Settings

6 Review Deleted Messages

7 Leave & Log into another account

MESSAGE PLAYBACK OPTIONS

7 7 Rewind 5 seconds or **1** to restart

9 9 Skip forward 5 seconds or **#** to skip to the next message

2 Save your message or **2 2** to save as new message

3 Delete your message

6 6 Get Envelope Info - after listening to your message

6 Increase Volume   **7** Slow Playback   **9** Fast Playback

PERSONAL VM OPTIONS

Armstrong VM can be personalized to answer your calls in a number of ways.

GREETINGS SETUP

▶ From the Main Menu, Dial **3** to setup a greeting

1 Personal greeting

2 Extended absence greeting

3 System generated greeting including your name

5 Busy greeting

6 Out-of-hour greeting

Follow the system prompts to record, setup and when applicable activate your selected greeting

MAILBOX SETTINGS

▶ From the Main Menu, Dial **4** to setup mail box settings

HANDS FREE AND TIME SAVER OPTIONS

▶ From mailbox settings menu, dial **2** for hands free settings

▶ To enable auto-play of messages, dial **1** then **1** again to turn the feature on or off

▶ To play Urgent messages first, dial **2** then **1** to turn the feature on or off

▶ To play the message envelope by default dial **3** to select VM Preferences by then **1** to turn the feature on/off

CHANGING YOUR PIN

▶ From the mailbox settings menu, dial **3** for Security Options

▶ To change your PIN dial **1**

▶ Then enter your PIN using 1-20 digits

▶ When complete, dial **#**

▶ You will be asked to confirm your PIN by re-entering it

▶ Dial **#** to confirm

SKIPPING YOUR PIN

▶ From the mailbox settings menu, dial **3** for Security Options

▶ To turn on/off the feature to SKIP YOUR PIN when calling from home, dial **3**

▶ Dial **1** to complete your selection

NOTIFICATION SETTINGS

▶ From the mailbox settings menu, dial **5** for Notifications Options

▶ To turn the Message Waiting Indicator on or off, dial **1**

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