

## TranSend Voicemail User's Guide For Extensions with voicemail only - Mt. Olive Schools

The following steps, 1-3, must be taken to set up your mailbox the **first** time:

1. Dial **7000**. When the greeting begins, press **#**. You will be asked for your **Mailbox Number** and **Security Code**.
2. Enter your mailbox/extension number and our security code, **0000**. This is a *temporary code to be used when entering your mailbox for the first time only*.
3. You will then be prompted, step-by-step, to change your security code, record your name and record your personal greeting.

Voice/mailbox Extension	Email Password	Access Code for External Calls

### To Access Your Message:

**At work:** Dial **7000**. When the greeting begins, press **#**. You will be prompted to enter your mailbox/Extension number and security code.

**Remotely:** Dial **973-691-4000**. When the greeting begins, press **#**. You will be prompted to enter your Mailbox/extension number and security code.

### Voicemail Menu Options

- 1 Listen to New Messages
- 2 Record and Send Message
- 3 Access Phone Manage
- 5 Listen to Saved Messages
- # Help

<ul style="list-style-type: none"> <li>1 Listen to New Messages</li> <li>5 Listen to Saved Messages</li> </ul>	<ul style="list-style-type: none"> <li>2 Record and Send Messages</li> </ul>	<ul style="list-style-type: none"> <li>3 Access Phone Manager</li> </ul>
<ul style="list-style-type: none"> <li>1 Pause/Resume</li> <li>1 Resume</li> <li>4 Increase Speed</li> <li>6 Increase Volume</li> <li>7 Reduce Volume</li> <li>2 Forward a Copy</li> <li>3 Back up 5 seconds</li> <li>4 Delete message</li> <li>5 Save</li> <li>6 Review</li> <li>7 Skip to next message</li> <li>8 Reply</li> <li>2 Record</li> <li>9 Transfer to sender</li> <li>9 Forward 5 seconds</li> </ul>	<ul style="list-style-type: none"> <li>Enter mailbox number</li> <li>2 Pause//Resume recording</li> <li>3 Back up 5 seconds</li> <li>4 Delete</li> <li>5 Send</li> <li>6 Review</li> <li>9 Forward 5 seconds</li> <li>0 Message Routing Options</li> <li>1 Future Delivery</li> <li>2 Urgent</li> <li>3 Restricted</li> <li>4 Request</li> </ul>	<ul style="list-style-type: none"> <li>1 <b>Personal Options</b></li> <li>1 Change message notification</li> <li>2 Change daily reminder</li> <li>3 <b>Record Personal Greeting</b></li> <li>4 Change security code</li> <li>5 Record name</li> </ul>

**At any time, press # for HELP to list all menu options. To exit the system, press \***