TOSHIBA DK40, DK40i, DK280 & DK424 QUICK REFERENCE VOICE MAIL INSTRUCTIONS

. **How to activate your personal voice mail box**

. Press flashing MSG button and follow the instructions given by the Toshiba Tutorial

. **How to check new voice mail messages from your own phone MSG light flashing**

. Press MSG button
. Enter your security code and press #
. Follow the system prompts

. **How to check saved voice mail messages**

. Press Intercom button
. Press 850
. Press *
. Enter your security code and press #
. Follow the system prompts

. **How to check your voice mail messages from outside the building**

. Call the main number (or the Back Door Number if applicable) and ask to be transferred to the voice mail
. When you hear the System Announcement
. Press *
. Enter your mail box number and press #
. Enter your security code and press #
. Follow the system prompts

. **How to change your personal greeting in your voice mail box**

. Press Intercom button
. Press 850
. Press *
. Enter your mail box number and press #
. Enter your security code and press #
. Wait 5 seconds
. Press 3
. Press 1
. Press 1 (Greeting 1)
. Follow the system prompts and record your greeting

Toshiba DK40, DK40i, DK280 & DK424 Quick Reference Voice Mail Instructions
How to record Auto Attendant Greeting (Mail Box 990 – Security Code 990 – Greeting 1)

. Press Intercom button
. Press 850
. Press *
. Enter user ID (990) and #
. Enter security code (990) and #
. Press 3
. Press 1
. Press 1
. Press 1 (to listen to your old greeting) or press 2 to record a new greeting
. Record greeting "Thank You For Calling Valley Joist" and press # when finished

How to record Auto Attendant Instructions (Mail Box 991 – Security Code 991- Greeting 1 (Day) & Greeting 2 (Night)

. Press Intercom button
. Press 850
. Press *
. Enter user ID (991) and #
. Enter security code (991) and #
. Press 3
. Press 1
. Press 1 (Greeting 1 = day – Greeting 2 = night)
. Press 1 (to listen to your old instructions) or press 2 to record a new instructions
. Record instructions "If You Know The Extension Dial It Now - - - - - - - - - - --" and press # when finished