

**Voice Mail
Updated Instructions
January 17, 2002**

Due to the recent upgrade of the Voice Mail System a minor modification to the original instructions for a few voice mail tasks has changed.

1) Transferring an outside caller to another employees voice mailbox have been changed

To Perform this task press the Flash or Transfer key and dial 6199 when it answers you will hear "Welcome to the Message Center" simply dial the mailbox number of the person mailbox the caller is being sent to and hang up immediately.

2) Transferring an inside (in house) caller to another employees voice mailbox is the same as it has always been; it is re-stated below in case you need clarification.

To Perform this task press the Flash or Transfer key and dial 6199 when it answers you will hear "Hello (and the persons name)" press (*) star you will hear "Welcome to the Message Center" simply dial the mailbox number of the person and hang up immediately.

If you answer your supervisors telephone or provide call coverage for other staff and answer the call on a button on your phone with their telephone number on it then to transfer that caller to that persons voice mail follow the directions below. This again is the same as it has always been; it is re-stated below in case you need clarification.

To Perform this task press the Flash or Transfer key and dial 6199 when it answers you will hear "Hello (and the persons name)" press (*) star you will hear "Welcome to the Message Center" simply dial the mailbox number of the person and hang up immediately.

3) When dialing in from the outside to check your own voice mail; follow the directions below.

To Perform this task dial (860) 418-6199 when answered you will hear "Welcome to the Message Center" simply dial your mailbox number followed by the (*) star key and enter your passcode.

This is different than the way it used to be in that you no longer press the (*) star key when 6199 first picks up; just enter your mailbox number followed by the (*) key and your passcode.

Flash 6199
Outside no *
Inside * Extension