



ESNA Telephony Office Linx Voice Mail System Individual Mailbox Initial Set Up Tutorial

1. To access voice mail press SPKR or lift the handset, press 47
2. Press # when the voice mail picks up
3. Press your mailbox number
4. Press your password (default is 1111)
5. Press your new password
6. Record your personal greeting prompt
7. Press # to stop recording
8. Record your busy prompt
9. Press # to stop recording
10. Record your gone home for the day prompt
11. Press # to stop recording
12. Record your name prompt
13. Press # to stop recording
14. Press the first three letters of your last name
15. Press # to hang up

Typical greeting

"Hi, you have reached (First Name) (Last Name) at extension _____. Please leave your name and number and I will get back to you as soon as possible. If you would like to speak to the operator, press 0. Thank you for calling."

If you are unhappy with any of the messages you've recorded:

1. To access voice mail press SPKR or pick up the handset, press 47
2. Press # when the voice mail picks up
3. Press your mailbox number
4. Press your password
5. Press 4 for mailbox options
6. Press 1 to record prompts
7. Press 1 for personal greeting
8. Press 2 for busy prompt
9. Press 3 for gone home prompt
10. Press 4 for name prompt
11. Press 5 for optional greetings (01 through 99)
12. Press 6 to select active greeting

Complements of:

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You have the option to have 99 different greetings, 01 through 99.
Please refer to your user guide for more information.

To retrieve messages from outside the office, dial in and get the main greeting or if the operator answers, have the operator transfer you to extension 47, press the # key, message prompt will ask for your extension number and password.