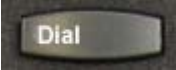




Voice Mail Quick-Start-Polycom 330

Instructions
<p>To access your voicemail you will enter *97 then press  .</p> <p>You will then be asked for your PASSWORD <u>(default 1234)</u></p> <p>NOTE: Remember to CHANGE your password. Do not leave it 1234!</p>

Once you have entered your password you have the following options:

2 - Change Folders	3 - Advanced Options	0 - Mail Box Options (Greeting Settings)	
0 - New Messages 1 - Old Messages 2 - Work Messages 3 - Family Messages 4 - Friend Messages # - Cancel	5 - To Leave a Message 1. Enter Extension 2. Directory * - Return to Main Menu	0 - Mailbox Options 1 - Record "Unavailable" Message 2 - Record "Busy" Message 3 - Record Name 4 - Manage Temporary Greetings 5 - Change Password * - Return to Previous Menu	* Help
			# Exit

While or after message plays:

3 - Advanced Options	5 - Repeat message	8 - Forward Message	
1 - Send Reply Message 3 - Hear Message Envelope 5 - Leave Message for Another User 1. Enter Extension 2. Directory		1 - Enter Extension 2 - Directory	
	7- Delete Message Hitting 7 again will Un-Delete message	9 - Save Message	* Help
			# Exit