

# Rage! Business Office Xchange Voice Mail System Quick Reference

## LOGGING ON

### FROM YOUR PHONE

1. Press the **Message** key
2. Press **Select**
3. Press **New Message** line with line number or select
4. Enter your password
5. Press **#**

### FROM ANOTHER PHONE

1. Press the **Message** key, or dial extension **101**
2. Press **#**
3. Enter **YOUR** Extension
4. Press **#**
5. Enter your password
6. Press **#**

### FROM OUTSIDE THE OFFICE:

1. Dial **425-822-7422**
2. Press **#**
3. Enter **YOUR** mailbox number
4. Press **#**
5. Enter your password
6. Press **#**

## LOGGING OUT

1. Hangup

## TRANSFER TO VOICE MAIL

1. With caller on phone, press **TRANSFER**
2. Press **BLIND**
3. Key in **8** + ext number
4. Press **Send**

## DISTRIBUTION LISTS

1. Dial **101**
2. Enter password
3. Press **#**
4. Press **4** Send a Message
5. Record message and press **#**
6. Press **2** to send message
7. Press **8** to use a distribution list number (from 1-9)
8. Enter an extension number
9. Press **9** for dial by name directory

## TO BYPASS A PERSONAL GREETING, PRESS #

## LISTEN / PLAY MESSAGES

Press **1**.

### MESSAGE COMMANDS

- 1 = Play Information about this message
- 2 = Replay
- 3 = Save
- 4 = Delete Message
- 5 = Record
- 6 = Next Message
- 9 = Call Sender
- \* = Help
- # = Stop/End/Enter/Pause
- 70 = Message Options/Tagging
- 701 = Tag Urgent
- 704 = Tag Private
- 705 = Tag Acknowledge
- 706 = Tag Timed Delivery
- 71 = Reply
- 72 = Play Envelope - Date and Time
- 73 = Forward
- 74 = Reply to All
- 75 = Compose
- 76 = Delete/Restore
- 79 = Send
- 83 = Disconnect

### REPLY

1. Press **71**
2. Press **5** (record)
3. Press **#**
4. Press **79** (send)

### COMPOSE & SEND MESSAGE

1. Press **75**
2. Enter **DESTINATION** mailbox
  - To address by name, press **\***
  - To cancel an address, press **0#**
3. Press **#**
4. Repeat steps 2 and 3 for each additional message recipient
5. Press **#** to end list
6. Press **5** (record message at the tone)
7. Press **#**
8. To add options (tag):
  - 701= Urgent, 704= Private
  - 705= Acknowledge, 706=Timed Delivery
9. Press **79** to send

## CHANGE PASSWORD

1. Log on
2. Press **84**
3. Enter **OLD** password, plus **#** (First Time: **12** + **4** digit exten.)
4. Enter **NEW** password, plus **#**
5. Enter **NEW** password, plus **#**

## RECORD PERSONAL VERIFICATION

1. Press **829**
2. Press **5** to record your name
  - Press **2** to play
  - Press **76** to delete and repeat step 2
3. Press **#** to end

## RECORD GREETINGS

### EXTERNAL GREETING

1. Press **82**
2. Press **1**
3. Press **5** to record
4. At the tone, record greeting
5. Press **#**, to end recording
  - To review recording, press **2**
  - To delete, press **76**

### INTERNAL GREETING

1. Press **82**
2. Press **2**
3. Press **5** to record
4. At the tone, record greeting
5. Press **#**, to end recording
  - To review recording, press **2**
  - To delete, press **76**

### TEMPORARY GREETING

1. Press **82**
2. Press **3**
3. Press **5** to record
4. At the tone, record greeting
5. Press **#**, to end recording
  - To review recording, press **2**
  - To delete, press **76**

## DURING YOUR GREETING, INFORM YOUR CALLERS THEY CAN PRESS 0 TO REACH THE OPERATOR.

Press **801** = Custom Operator