

## Shortcuts

To access you options, enter the following sequence:

[ \* ] + [ Mailbox Number ] + [ Access Code ]

- To **Listen to Messages**, press [ 1 ]
  - To **Replay the Same Message**, press [ 1 ]
  - To **Hear the Next Message**, press [ 2 ]
  - To **Delete the Message**, press [ 3 ]
- To **Send a Message**, press [ 2 ]
- To **Record a Personal Greeting**, press [ 3 ] [ 1 ]
- To **Change Your Access Code**, press [ 3 ] [ 2 ] + [ New Access Code ]
- For **Call Forwarding Options**, press [ 3 ] [ 3 ]
- For **Beeper Notification**, press [ 3 ] [ 3 ] [ 1 ] + [ Beeper Number ]
- For **Outbound Message Notification**, press [ 3 ] [ 3 ] [ 2 ] + [ Telephone Number ]
- To **Forward Caller to an Off-Site Telephone**, press [ 3 ] [ 3 ] [ 3 ] + [ Telephone Number ]
- To **Forward Caller to Another Extension**, press [ 3 ] [ 3 ] [ 4 ] + [ Extension Number ]
- To **Disable Call Forwarding**, press [ 3 ] [ 3 ] [ 5 ]

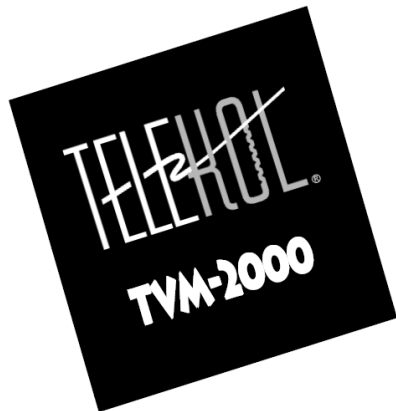
- To **Toggle Do Not Disturb On and Off**, press [ 3 ] [ 3 ] [ 8 ]
- To **Enter Your Name**, press [ 3 ] [ 4 ]
- To **Record Your Name**, press [ 3 ] [ 5 ]
- To **Record or Activate a Different Personal Greeting**, press [ 3 ] [ 6 ]
- To **Undelete Messages**, press [ 8 ] [ 1 ]
- To **Reply to a Message**, press [ 5 ] [ 2 ]
- For **Quick Disconnect**, press [ \* ]

## Fax Options

- To **Listen to Information on Faxes Waiting**, press [ 4 ]
- To **Send Marked Faxes to a Fax Machine**, press [ 5 ] [ 1 ]
- To **Send All Faxes to a Fax Machine**, press [ 5 ] [ 2 ]

*Note: Fax options are available for TMP systems only.*

## Telekol Intelligent Applications



TVM-2000 Version 3.95  
Quick Reference Card

## TVM-2000 Mailbox Owner Functions

**Mailbox Access**

**From an extension:**  
1. Dial \_\_\_\_\_  
2. Enter your access code.

**From an outside line:**  
1. Dial \_\_\_\_\_  
2. Press the [ \* ] key during the welcome message.  
3. Enter your mailbox number.  
4. Enter your access code.

The TVM-2000 announces the number of new and old voice messages, urgent message, and faxes.

Mailbox Owner's Menu	
Listen to Messages	1
Send Message	2
Set Personal Options	3
"Listen" to Faxes	4
Receive Marked Faxes	5
Delete Messages	8
Disconnect	*
Return to Caller Side	#

Listen Menu	
Replay	1
Next Message	2
Delete	3
Time/Date/Sender	4
Forward/Reply/Send	5
Rewind	7
Pause	8
Fast Forward	9
Mark/Unmark Fax	0
Previous Menu	#

Send Menu	
Listen	1
Send Message	2
Record Again	3
Previous Menu	#

Fax Options	
Print Marked Faxes	1
Print All Faxes	2
Set Default Fax Number	3
Previous Menu	#

Forward/Reply Menu	
Forward Message	1
Reply to Message	2
Send Message	3
Previous Menu	#

Pause Options	
Decrease Volume	7
Increase Volume	9

Personal Options	
Record Greeting	1
Set Access Code	2
Forwarding Options	3
Enter Name	4
Record Name	5
Record Greeting by number	6
Set Current Greeting	7
Previous Menu	#






Send Options	
Append	*1
Send By Name	*2
Mark Urgent	*3
Confirm Receipt	*4
Mark Private	*5

Record Greeting Menu	
Listen	1
Save	2
Record Again	3
Exit Without Saving	4

Forwarding Options	
Beeper	1
Outside Message Notify	2
Outbound Follow-Me	3
Inbound Follow-Me	4
Disable Forwarding	5
Forwarding Interval	6
Number of Retries	7
Do Not Disturb	8
Previous Menu	#

Greetings By Number	
Automatic Selection	1
Specific Greeting	2
Previous Menu	#

## Getting Started

-  The default access code for you mailbox is [9][8][7][6]. For security purposes, change your access code as soon as possible. Your access code should be four digits in length.
-  Record your personal greetings(s) as soon as possible. Example: "Hello, you have reached the voice mail for Bob Smith. I am either on the phone or away from my desk. Please leave your name, phone number, and a brief message, and I will return your call shortly."
-  Recording you name (and entering the digits matching the first three letters in you first and last name) is required to list you in the Corporate Directory. Callers will then be able to locate your extension, provided they know your name. Follow the shortcuts on the opposite side of this card.
-  Switch between Voice Mail and Automated Attendant to control how your calls are processed. In Automated Attendant Mode, calls transfer to your phone, and in absence of an answer, transfer to voice mail. In Voice Mail Mode, calls are transferred directly to your mailbox to leave a message.
-  Delete messages you have already listened to in order to conserve system storage and improve performance.