






Getting Started

-  The default access code for your 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 greeting(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 your name (and entering the digits matching the first three letters in your 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.

Shortcuts

To access your options, enter the following sequence: [*] + [Mailbox Number] + [Access Code]

- To Listen to Messages, press [1]
 - To Replay the Same Message, press [1]
 - To Hear Next Message, press [2]
 - To Delete 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 [*]

TVM 2002 for NT™ Quick Reference

TVM 2002 for NT™

User's Menu

ACCESS THE WELCOME MESSAGE

From an extension:
Dial _____

From an outside line:
Dial _____

1. Press the [*] key during the Welcome Message.
2. Enter your Mailbox number.
3. Enter your access code.

MB OWNER'S MENU

Listen to New Msgs.	1
Listen to Old Msgs.	2
Send Message	4
Set Pers. Options	5
Set/Cancel Wake Up	7
Listen to Del. Msg.	8
Disconnect	*
Return to Caller Side	#

WAKE-UP

Schedule Wake-Up	1
Cancel Wake-Up	2
List Wake-Up	4
Previous Menu	#

PERSONAL OPTIONS

Record Greeting	1
Autoplay Options	2
Call Forw. Options	3
Set Notif. Options	4
Manage Greeting	5
Personal Information	6
Set Lang. Options	7
Previous Menu	#

LISTEN MENU

Replay	1
Next Message	2
Delete	3
Info about Msg.	4
Fwd/Reply/Callback	5
Mark As New	6
Rewind	7
Pause	8
Fast Forward	9
Previous Menu	#

Enter Mailbox Number

PERS. INFO

Enter Name	1
Record Name	2
Set Access Code	3
Previous Menu	#

SET LANGS.

Add a Language	1
Remove a Language	2
List Addn'l Languages	3
Change Primary Lang.	4
Changes Voices	5
Previous Menu	#

MSG. NOTIF.

Beeper Notification	1
Outside Notification	2
Disable Notification	3
Notification Interval	4
Number of Retries	5
Previous Menu	#

RECORD

Listen	1
Save and Go Back	2
Record Again	3
Exit Without Saving	4

GRTGS.

Set Current/Auto Grt.	1
Record Grt. By #	2
Specify Grt. Bef. Trf.	3
Previous Menu	#

CALL FORW.

Forward to Ext.	1
Forw. to Outside Line	2
Disable Forwarding	3
Do Not Disturb	4
Previous Menu	#

VOICE/LNG.

Select Language	1
Decrease Volume	2
Increase Volume	3
Continue Listening	#

FWD/REPLY

Forward to another MB	1
Reply	2
Callback Sender	3
Previous Menu	#

Record

DEL.

Mark Urgent	1
Mark Private	2
Request Confirmation	3
Previous Menu	#

SEND OPTIONS

Replay	1
Send	2
Record Again	3
Exit Without Saving	4
Append to Original	5
Set Delivery Options	6
Add Recipients	7

Attach a Message

Send	1
Send	2

Enter Mailbox Number or *2 to Dial by Name

TVM 2002 software is owned and developed by Telekol and is to be used in or together with the NETX Products.