



**PARTNER Voice Messaging System
(PC Card Voice Mail)
User's Guide**

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Getting Started

Logging into your Mailbox:

From a Partner Telephone:

- Press “Chk. Msg’s”, -OR- Press Intercom and dial

PQRS	PQRS	PQRS
7	7	7
- When the Voice Messaging system answers, dial your Extension Number, then press

#

- Dial your Password, then press

#

From an Outside Telephone:

- Call in on a line answered by the Voice Messaging system
- When the Voice Messaging system answers, press

*	PQRS
	7

 - If your call is answered by a person, ask them to press Transfer and dial

PQRS	PQRS	PQRS
7	7	7
- Dial your Extension Number, and then press

#

- Dial your Password, then press

#









Your default password is

1	ABC	DEF	GHI	#
	2	3	4	

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Your Messages

Listening to Messages:

- Log into your Mailbox
- Press  to get messages
 - The “Message Header” (Date and Time) plays
- Press  to listen to the message
 - To Delete the message, press  
 - To Save the message, press 
 - To Replay the message, press 
 - To replay the Message Header (Date and Time the message was received), press  
- After Saving or Deleting the message, the Next Message’s Header will play.
- When all messages have been played, you will hear “No More Messages”, and your Message Waiting light will go out.

Your Mailbox

Personal Greeting

The default greeting says “Your party is not available. Please leave a message after the tone”. You can record a personalized greeting to replace it.

Recording a Personal Greeting:

- Log into your Mailbox
- Press

DEF
3

 for Greeting
- Press

1

 to record the greeting
- Wait for the tone, then record your new greeting
- Press

1

 at the end of your greeting
 - Press

ABC
2

DEF
3

 to play back your greeting
 - Press

ABC
2

1

 to re-record your greeting
 - Press

*

DEF
3

 to delete your greeting
- Press

*

#

 to approve your greeting

Changing Your Password:

- Log into your Mailbox
- Press

JKL
5

 to change your Password
- Dial your new Password, then press

#

- Re-enter your new Password, then press

#
