**Using PARTNER® Voice Messaging**

**Logging In**

1. Do one of the following:
   - If you are at an external extension, call PARTNER Voice Messaging by pressing **1** or a programmed button.
   - If you are at an external telephone, call in on a line answered by the PARTNER Voice Messaging and press **0** when you hear the greeting.

2. Do one of the following:
   - If you are at your own extension, press **0**.
   - If you are at another telephone, enter your extension number and press **0**.
   - Enter your password and press **0**.

**Note:** Until you change it, the default password is 1234. Press **0** and follow the prompts to change your password.

**Getting Started**

Press: To:

- **Get messages.**
- **Change personal greeting.**
- **Change password.**
- **Change Call Answer Mode.**
- **Options.**
- **Listen to Messages.**

**Options**

- After you have logged in, you can choose any of the following options:
  - **Get messages.**
  - **Change personal greeting.**
  - **Change password.**
  - **Change Call Answer Mode.**
  - **Options.**
  - **Listen to Messages.**

**Getting Started**

**Your Messages**

1. Log into PARTNER Voice Messaging.
2. Press **0** to get messages. The header plays.
3. Do one of the following:
   - Press **0** to play the message. (New messages play before old messages in the order in which they were received.)
   - Press **0** to skip the message. (The message will remain as "new" until you listen to the body of the message.)

4. After the message plays, do any of the following:
   - Press **0** to rewind five seconds and replay a message that you are listening to, press **0**.
   - To fast forward five seconds and play a message, press **0**.
   - To return to the mailbox activity menu, press **0**.
   - To return to the login prompt after leaving a message, press **0**.

**Hints:**
- To delete a message, press **0**.
- To fast forward five seconds and play a message, press **0**.

**Notes:**
- While the message plays, you can press **0** to rewind five seconds and play, or press **0** to fast forward five seconds and play.
- To return to the login prompt after leaving a message, press **0**.
- Until you change it, the default password is 1234. Press **0** and follow the prompts to change your password.

**Using Dial Code/Button Features**

- **Call PARTNER Voice Messaging**
- **Programming VMS Cover button**
- **Send calls to your mailbox without ringing your extension first**
- **Transfer caller to another subscriber's mailbox**
- **Transfer to another extension**
- **Return to login prompt.**
Personalizing Your Mailbox

Changing Your Password

1. Log into PARTNER Voice Messaging.
2. press to change your password.
3. Enter four digits for the new password and press .
4. Enter the new four-digit password again and press .

Notes

Changing Your Password

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