

How do I check my messages on the KX-TVA Panasonic Voice Mail System?

Log-in your mailbox. Enter password if requested. Press 1

Repeat message: 1 System will repeat the message you are playing **Play next message: 1 2** System will play the next message **Pause: 2** Pause **Delete message: 3** Deletes the message, it will remain as a deleted message until the end of the following day. *NOTE: When you are listening to a deleted message, 3 will recover the message.* **Transfer to another user: 7**

(7, Box Number, 2, 1)

or

(7, Box Number, 2, 2)

System will ask you to enter the destination number which is the mailbox where you want to send the message being transferred.

Enter the mailbox number

Press 2 to accept if correct or 3 to repeat the number you entered or press 1 to change

Press 1 to transfer or 2 if you want to leave a comment

If you pressed 2, leave comment at the tone, press 1, press 2 to accept

For help: 0 System will repeat above options and items below **Rewind: 5** Backs up message about 5 seconds during playback, you can press more than once **Fast forward: 6** fast Forwards message about 5 seconds during playback, you can press more than once **Adjust volume: 8** Pressing 8 will raise the volume. After the third time you press 8 it will return to the original volume level.

HOW DO I LOGIN FROM OUTSIDE THE OFFICE.

Call the office

If the voice mail answers, press POUND 6 STAR and your mailbox number. If someone answers live, have them transfer you to your mailbox. When you hear any greeting, press POUND 6 STAR and your mailbox number.

How do I check messages & then go to other mailboxes to leave a message?

Pound 6	Pound 8
Press #6 and enter another users mailbox number.	Press #8 and enter another users mailbox number.
You will immediately be transferred and hear their greeting.	The voice mail will ring their phone a pre-programmed number of times.
When done leaving your message, press #6 again and go to another mailbox if desired.	If they do not answer, you will be transferred and hear their greeting.
	When done leaving your message, press #8 again and go to another mailbox if desired.

- ✓ # 6 & mailbox number, transfers directly to the persons greeting.
- ✓ # 8 & mailbox number, rings the desk before transferring to the greeting.
- ✓ # 6 * & your mailbox number lets you check your messages.
- ✓ 2 lets you skip their greeting and leave your message.

How Do I Log-In a mailbox, Record Greetings, Set Password?

FROM YOUR DESK	FROM ANY OTHER PHONE ON YOUR SYSTEM	FROM OUTSIDE THE OFFICE
Press the VM button labeled on your phone	Press the VM button labeled on the phone	Call the office.
or	or	If the voice mail answers, press POUND 6 STAR and your mailbox number.
		If someone answers live, have them transfer you to your mailbox. When you hear ANY

<p>Press INTERCOM and dial the the voice mail extension, usually Ext. 165</p>	<p>Press INTERCOM and dial the the voice mail extension (usually 165)</p> <p>Press POUND 6 STAR and your mailbox number.</p>	<p>greeting, press POUND 6 STAR and your mailbox number.</p>
---	--	--

Before you can enter as a subscriber you must first open your mail box (LOG-IN). If this is a new mailbox, you will most likely hear a tutorial to get you started. Follow the prompts and complete the tutorial (you cannot get your messages until it is completed).

With most Panasonic systems you have direct access to your mailbox by dialing the voice mail extension from your phone, or even easier, pressing a programmed flexible key on your phone. Using this feature, you (or anyone else who has access to your phone) are connected to your mailbox immediately. We suggest you have your mailbox password protected.

Normally 165 is the Ext. number for voice mail when 3-digit extension numbers are used. In some companies, a different extension number is used. 500 is another common VM extension. If yours is different, please substitute the correct extension number. [Personal Custom Service Options](#)

You must be logged-in to record any of the following greetings;					
NO ANSWER	BUSY SIGNAL	AFTER HOURS	TEMPORARY	PASSWORD:	NAME:
<p>Heard by callers when you do not answer their call.</p> <p><i>"This is (your name), I can't take your call right now etc."</i></p> <p style="text-align: center;">3 1 1</p>	<p>Heard by callers when you are on another call.</p> <p><i>"This is (your name), I'm on another call right now etc."</i></p> <p style="text-align: center;">3 1 2</p>	<p>Heard by callers when the Voice Mail is in after hour's mode.</p> <p><i>"This is (your name). I've gone home for the day etc."</i></p> <p style="text-align: center;">3 1 3</p>	<p>Special greeting heard callers instead of the regular greeting. <i>"This is (your name). I'm out of the office this week etc.."</i></p> <p>When you check messages, you are reminded the temporary greeting is in use and you can turn it off.</p> <p style="text-align: center;">3 1 5</p>	<p>Enter password.</p> <p style="text-align: center;">3 2</p>	<p>Record your name. It is used in several instances such as when you transfer a message to another subscriber (user)</p> <p style="text-align: center;">3 3</p>

HOW DO I TRANSFER TO AN OUTSIDE TELEPHONE?

To set your Personal Custom Service to transfer to another telephone number

Log into mailbox

Press 3 8 1

Enter a key pad button number from 3 to 9 or 0, for this example enter 3

Press 3

Enter 9 and your telephone number (where caller will be transferred) Enter the number as you would normally dial

Press 2 to accept

HOW DO I TRANSFER TO A SPECIFIC EXTENSION?

To set your Personal Custom Service to transfer to a specific extension

Log into mailbox

Press 3 8 1

Enter a key pad button number from 3 to 9 or 0, for this example enter 3

Press 2

Enter mail extension number where caller will be transferred, for this example 115

Press 2 to accept

HOW DO I TRANSFER TO A SPECIFIC MAILBOX?

To set your Personal Custom Service to transfer to a specific mailbox

Log into mailbox

Press 3 8 1

Enter a key pad button number from 3 to 9 or 0, for this example enter 3

Press 1

Enter mail box number where caller will be transferred

Press 2 to accept