

Accessing Your Mailbox

1. Dial into the system.
From inside: **7000**
From outside: **(816) 741-2000, 7000**
2. Press # when the system answers.
 Note: You may not need to go through these steps if you are dialing in from within your company, and if your telephone system offers voice messaging integration. In most cases, you will need only to enter your password.
3. Enter your Mailbox number.
4. Enter your password.

Commonly Used Functions

- Note:** The keys entered here assumes that you're logged in and are currently in the main menu.

Mailbox Configuration	
Change your Name Greeting	9-1-2
Change your Personal Recording	9-1-1
Change your Location	4
Change your Password	9-2-2
Voice Print Training	9-2-4

- Note:** The keys entered here assumes that you've listened to or are listening to a message.

Reply to Message	5
Forward Message	4
Delete Message	2

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Telephony Office-LinX 8.0 Default TUI

Main Menu

- 1 Listen to Messages
- 2 Send a Message
- 3 Call Contact
- 4 Change Location
- 9 More Options
- 0 Return to Auto Attendant
- * Disable Speech Command
- # Disconnect

Change Location

- 1 Change Availability
- 2 Change Location (In Office)
- 3 Change Location (Meeting)
- 4 Change Location (Away on Business)
- 5 Change Location (User Defined)
- 9 Follow Locations Calendar
- 0 Return to Main Menu

End of Message Options

(you are sent here after message playback)

- 1 Save Message
- 2 Delete Message
- 3 Review Message
- 4 Forward Message
- 5 Reply to Sender Only
- 8 Reply to All
- 9 Call Back to Sender
- * Skip to Next Message without change in the Read Status
- # Return to Main Menu

Send Message

- 1 Send Recorded Message
- 2 Review Recorded Message
- 3 Rerecord Message
- # Cancel Message

More Options

- 1 Record Greetings
- 2 Security Settings
- # Return to Main Menu

Security Settings

- 1 Listen to Numeric Password
- 2 Set Numeric Password
- 3 Clear Numeric Password
- 4 Voice Print Training
- # Return to Previous Menu

Forward Options

- 1 Add Comment
- 2 Send Without Comment

Select Recipients (only for forwards)

- * Add Recipients Through Name
- # Finish Adding Recipients

Review Outgoing Message

- 1 Send Message (Finish Review)
- 2 Re-record Message
- 3 Review Message (Listen)
- 4 Continue to Record Message
- * Cancel Message

Urgent Flag

- 1 Send as Normal Message
- 2 Send as Urgent Message

Certified Flag (for msg receipts)

- 1 Send as Standard Message
- 2 Send as Certified Message

Record Greetings

- 1 Record Personal Greeting
- 2 Record Name Greeting
- # Return to Previous Menu

To Transfer callers directly to voicemail; dial 7150, the voicemail box you are sending it to, then press the connect soft key.