

BiaX COMMUNICATIONS

BUSINESS TELEPHONE SYSTEMS

VOICE MAIL MANAGER

To connect an incoming caller to his/her mail box:

USING THE FRONT DESK CONSOLE

While talking to the caller:

- 1) Dial 491
- 2) Press **TONES** Button
- 3) Dial #
- 4) Dial Room Number
- 5) Press *
- 6) Press **RELEASE** Button

USING ANY OTHER MANAGER'S PHONE

While Talking to the incoming caller:

- 1) Flash hook (Or press and release the hook switch)
- 2) Dial 491
- 3) Press #
- 4) Dial Room Number
- 5) Press *
- 6) Hang Up

The caller will be connected to that mail box. They have access to all the features that is available to this mail box. They will not be allowed to transfer to any other extension. They may press "0" to be connected to the front desk.

TO GIVE ACCESS TO A MANAGER MAIL BOX WHEN CALLING FROM OUTSIDE

- 1) When a manager calls the front desk from outside - while on the console dial 491 then release
- 2) The caller dials 8 when hears the main announcement
- 3) Then dial the desired mail box number and quickly press " * " (Star)
- 4) Then enter your password

Remaining steps are the same as if you were in the hotel.

TO CLEAR MESSAGES FROM GUEST ROOM MAIL BOX

Using a manager's extension :-

- 1) Dial Voice Mail access code 491
- 2) Enter the password _____
- 3) Press 8

then **Press 1** to reset or clear the mail box
Press 2 to set or cancel wake-up call

TO SET UP A MANAGER'S MAIL BOX FOR THE FIRST TIME

- 1) Dial Voice Mail access code 491
- 2) Enter "1111" when asks for the password

then follow the instructions - you must record your name and the greeting and change the password before the mail box may be used.

CALL FORWARDING: Calls may be forwarded to the voice mail either from the subscriber extension or from the front desk console for that extension.

CALL FORWARDING FROM THE CONSOLE:

- 1) Press FUNCTION
- 2) F2 (Attendant Function)
- 3) F4 (Station)
- 4) Dial Extension number
- 5) F2 (Call Forwarding)
- 6) Dial Voice mail access code 491
- 7) F5 (Busy / No Answer)

CALL FORWARDING FROM THE EXTENSION

- 1) Dial #12* + 4 + Voice Mail access code 491
- 2) Hang Up