

CENTIGRAM VOICE MAIL (Ext. 8444)

TUTORIAL

First time login activates “User Tutorial” at which time you will be helped to “setup” your mailbox which includes:

-Greeting

-Name

-Passcode (Future Feature - Dorm room phones passcode can not be changed and remain the 4 digit extension)

LOGIN

-From your extension: Dial Voice Mail extension (8444)
Enter passcode (If this is you first login, your passcode will be your 4 digit extension number)

-From another extension: Dial 8444
Press * when prompted for a passcode
Enter mail box number and * again
Enter your passcode

-From outside: Dial 410-221-8444
Press *
Enter mail box number and *
Enter passcode

-From outside to
Automated Attendant: Dial: 410-221-8200 (Local Cambridge)
Or 410-476-5400 (Local Easton)
Or 410-883-3021 (Local Salisbury)
Press *
Enter mail box number and *
Enter passcode

SELECTED OPERATING DETAILS:

1) For voice mail to work your phone must be forwarded to voice mail (Ext. 8444).

ANALOG PHONES: To forward your calls to voice mail when you phone is busy: Pick up you hand set, Dial *3, Dial 8444, Hang up. To forward your calls to voice mail when you don't answer: Pick up you hand set, Dial *4, Dial 8444, Hang up. If you want all your calls forwarded to Voice mail: Pick up you hand set, Dial *2, Dial 8444, Hang up. To cancel either the above, dial #3, #4 or #2 respectively.

DIGITAL PHONES: You may have three buttons CFW-All (Forward all calls), CFB (Forward busy) and CFNA (Forward No Answer calls). If either button is lit, then that function is in operation. To cancel, pick up the hand set and push the button. To activate, pick up the hand set, push the button and dial 8444.