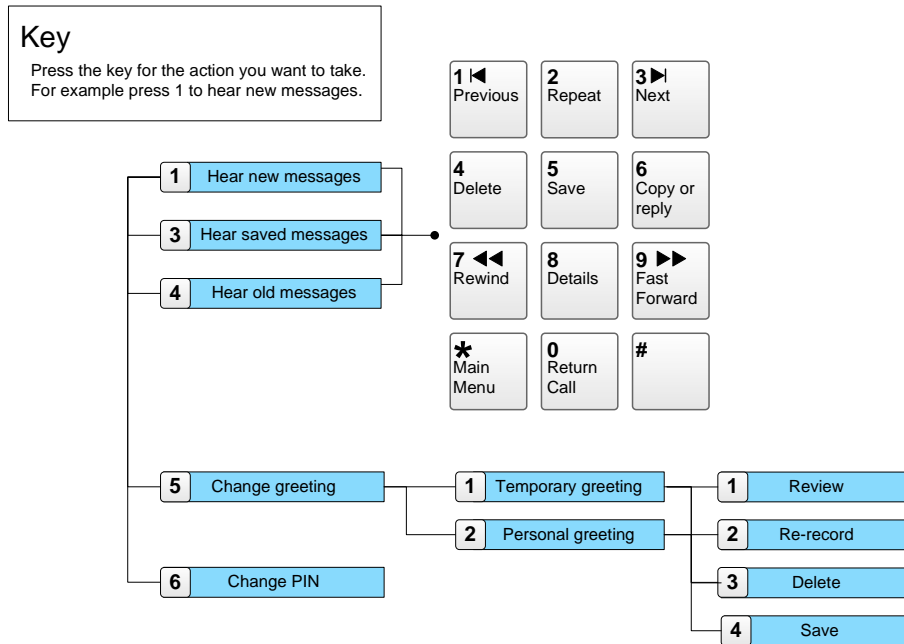


Menu Structure

Telephonetics VIP Messenger +



Getting Started Guide

Welcome to Messenger+

Messenger+ is an intelligent messaging solution that works with your telephone system. It enables you to:

- listen to your voicemails;
- delete, save, and copy voicemails;
- listen to details of a voicemail;
- record a personalised voicemail greeting;
- record a temporary voicemail greeting.

Some of the features described in this *Getting Started Guide* may not be available to you. For more information please contact your contact System Administrator (email c.a.holley@bath.ac.uk, or call extension 6375).



Logging into Messenger+

Before can access voicemail you must log in.

1. Just dial **3000** from your desk phone, or dial **01225 383000** from off campus.
2. When you are asked for your user ID enter your extension number using the buttons on your telephone keypad..
3. When you are asked for your PIN, enter it using the buttons on your phone.
Your PIN will initially be set to 0000, the first time you log in you will be required to change it.
You are then told if you have new messages.

Now you can listen to, and manage your voicemails.



Listening to your messages

When somebody leaves you a message, the next time you log into Messenger+ it will tell you that you have a new message.

To listen to your new messages:

Log into the system as described, the first new message will be read to you automatically.

To listen to your old or saved messages:

1. Log on as described above, then press **3** for saved messages or **4** for old messages.

To record your own voicemail greeting:

1. Log on as described above, then press **5**.
2. To record a temporary greeting press **1**, or to record a personal greeting press **2**.
3. Begin speaking your greeting when you are prompted to.
4. When you have finished recording your greeting press **#** to stop the recording.
The greeting you have recorded is played to you.
5. To save the greeting press **4**.



Tips

When listening to a voicemail message you can:

- Rewind 10 seconds by pressing **7**, you can also press **9** to go forward 10 seconds.
- Repeat a message by pressing **2**.
- Hear message details by pressing **8**

For a complete set of options see the previous page.