

Advanced Networking, Inc.

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Guest/Info Mailbox Instructions

For ESI System

Setting Up Your Guest Mailbox

Recording Your Greeting

1. From any station, press **PROGRAM**.
2. Press * (star) and your **mailbox number** and press #.
3. Enter your **password** (by default, your password is your mailbox number) and press #.
4. Press **1** to record your greeting.
5. Press **1** to select Personal Greeting 1 and press #.
6. Press **1** to record your greeting and press **1** when finished.
7. Hang up.

Checking Your Messages

To Retrieve Messages From A Station With A Guest Mailbox Key

1. Press the blinking **Guest Mailbox** key.
2. Enter your **password** and then press #.

To Retrieve Messages From Any Other Station

1. Press the blue **VOICEMAIL** key
2. Press * (star) and enter your **mailbox number**.
3. Enter your password and then press #.

To Retrieve Messages Remotely (off-site)

If your company answers with an Auto Attendant (a main greeting) or a "Back Door" Voicemail number

1. Dial the **main number** or the **back door** number.
2. Wait for **main greeting** to begin.
3. Press * then enter **your mailbox number**. (The system will not prompt you to enter your mailbox number).
4. If you have your password set, it will prompt you to enter your password.
5. Follow the prompts to listen to your messages.

If your company answers with a live person:

1. Dial the **main number**
2. Ask the person to hit the Blue **VOICEMAIL** key on their phone and then hang up.
3. Wait for the Greeting to begin.
4. Press * and then enter your mailbox number. (The system will not prompt you to enter your mailbox number after press *)
5. If you have your password set, it will prompt you to enter your password.
6. Follow the prompts to listen to your messages.

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