



# OTMS QUICK VOICE MAIL GUIDE

## CONNECTING FOR THE FIRST TIME

1. Press the **MAIL** key, then select **Voice Mail**.
2. On the phone screen, press on the soft key associated to voice messages feature.
3. You have to enter your password (default one given by administrator).
4. Press '#' to validate.
5. You are invited to record your name.
7. Record your name OR press '\*' to skip this part.
8. Press '#' to validate.
9. You are invited to enter a new password.
10. Enter a new password.
11. Press '#' to validate.
12. The system confirms which password has been recorded. You are now connected.

## RECORDING YOUR GREETING

1. Press the **MAIL** key, then select **Voice Mail**.
2. On the phone screen, press on the soft key associated to voice messages feature.
3. You have to enter your password (default one given by administrator).
4. Press '#' to validate.
5. Press '4' for Greeting management
6. Select an option for the specified greeting:
  - A. Option 1 = extended absence greeting
  - B. Option 2 = Personal Greeting
  - C. Option 3 = Alternate greeting 1
  - D. Option 4 = Alternate greeting 2
  - E. Option 5 = activates your Standard Greeting (default generic)
  - F. Option 6 = activates your personal greeting
7. Once recorded and select # to save
8. Option for a separate internal greeting (greeting for internal Alamo calls)
  - Press 1 to record a separate internal greeting
  - Or press '\*' to exit
9. Activate greeting. You still have to activate your standard or personal greeting.
  - Select 5 to activate the standard greeting
  - Or Select 6 to activate your personal greeting (the one you recorded)
10. Hang up or back out to other options.

## LISTENING TO YOUR MESSAGES

1. Press the **MAIL** key, then select **Voice Mail**.
2. On the phone screen, press on the soft key associated to voice messages feature.
3. You have to enter your password (default one given by administrator).
4. Press '#' to validate.
5. Any new messages should play automatically. If they do not, press 1 to play new messages

## OPTIONS WHILE LISTENING TO YOUR MESSAGES

- |   |  |
|---|--|
| To pause/resume your consultation.....                    | Press <b>2</b> .   |
| To delete a voice mail.....                               | Press <b>7</b> (then <b>7</b> again if confirmation is required).                    |
| To listen to the next message.....                        | Press <b>#</b> .   |
| To reply to your voice message.....                       | Press <b>8</b> , when you have finished recording your reply press <b>#</b> .        |
| To send a copy of your voice message to someone else..... | Press <b>6</b> , when you have finished recording your introduction press <b>#</b> . |

## OPTIONS AT THE END OF YOUR MESSAGES

- |   |  |
|---|--|
| To listen again to your message.....                      | Enter <b>11</b> .  |
| To delete your message.....                               | Press <b>7</b> (then <b>7</b> again if confirmation is required).                    |
| To listen to the next message.....                        | Press <b>#</b>   |
| To reply to your voice message.....                       | Press <b>8</b> , when you have finished recording your reply Press <b>#</b> .        |
| To send a copy of your voice message to someone else..... | Press <b>6</b> , when you have finished recording your Introduction press <b>#</b> . |