

CONKLIN® VoiceLink Quick Reference Guide

Press Main Menu for Voice Mail Operations



1

Listen to Messages

Select one of the following options during or at the end of a message:

- | | | | |
|----------|-----------------|-----------------|----------|
| 1 Replay | 4 Forward | 7 Move backward | # Skip |
| 2 Save | 5 Reply | 8 Pause | * Cancel |
| 3 Delete | 6 Play envelope | 9 Move forward | |

5 Reply

Select one of the following:

- 1 Reply with a voice mail

Log In: External

Call (952) 496-4249

Enter your mailbox number

Enter your password and press #

2

Send a Message

Record your message at the tone. When finished, press # and select from the following options:

- # Accept
- 1 Review
- 2 Re-record
- * Cancel

Accept

Enter the extension or the system distribution list to receive the message:

- # Conclude addressing
- 0 Additional addressing options
- * Cancel last address
- ** Cancel

Conclude Addressing

- # Send
- 1 Mark/unmark urgent
- 2 Mark/unmark for return receipt
- * Cancel

1 Address by Name

Spell the name of the person, last name first.

Press 7 for Q and 9 for Z.

* Cancel

Note: System returns to Addressing after name is entered

0 Addressing Options

- 1 Address by name
- 2 Address by personal distribution list

3

Listen to Saved Messages

Refer to "Listen to Messages" for message options while listening to saved messages.

7

Change Mailbox Options

- 1 Record greeting
- 4 Set password
- 5 Enable/disable envelope information
- 6 Record name
- 7 Listen to deleted messages
- 8 Remove deleted messages
- 9 Additional options
- * Cancel

1 Record Greetings

Record your greeting for the currently active mode at the tone. When finished, press # and select from the following options:

- | | |
|-------------|----------|
| # Accept | 3 Delete |
| 1 Review | * Cancel |
| 2 Re-record | |

4 Set Password

Enter password twice in response to the prompts.

- * Cancel

6 Record Name

Record your name at the tone. When finished, press # and select from the following options:

- | | |
|-------------|----------|
| # Accept | 3 Delete |
| 1 Review | * Cancel |
| 2 Re-record | |

8 Remove Deleted

Messages

- 1 Confirm
- * Cancel

8

Log Off

9

Return to Auto-Attendant

#

Hear Mailbox Status