



SINGLE USER VOICEMAIL

Who needs this User Guide?

Customers who use LOGIX voicemail service.

Why this User Guide?

This guide will take you through the simple, step-by-step details to set up your LOGIX voicemail for the first time and help you check your voicemail from inside and outside the office.

To set up your voicemail:

1. From your main line dial the voicemail access number.

Austin	512-610-0000
Dallas	214-420-0000, 817-632-0000
Houston	713-980-0000
Oklahoma	405-516-0000
San Antonio	210-293-0000
Tulsa	918-359-0000, 918-556-0000

2. Follow the prompts to set up your user options. (Press 8)
 - 2.1. Set up your passcode using a 4 to 10 digit number that is easy to remember, (Press 7).
 - 2.2. Set up a greeting for your callers. *Example: "Thank you for calling ABC Company..."*
(Press 4).
 - 2.3. Set up a name for this mailbox, (Press 6).
3. After entering all the information, you must exit by pressing 9).

To check your voice mail from outside the office:

1. Dial the voicemail access number (see list above).
2. When you hear "Welcome to the LOGIX Message Center," dial your area code and mailbox number followed by the *key.
3. Enter your passcode.
4. Follow the prompts to retrieve your messages.
5. You may save (Press 5) or delete (Press 3) after listening to each message.

To check your voicemail from inside the office:

1. From your main line dial your access number (see list on page 1).
2. Enter your passcode.
3. Follow the prompts to retrieve your messages.
4. You may save by using the 5 key or delete by using the 3 key after listening to each message.

Basic key commands:

PRS 7	Play message
ABC 2	Answer
GH 4	Forward (to another user)
JKL 5	Keep
MNO 6	Create (a new message)
DEF 3	Delete

TUV 8	User Options
GH 4	Change Greeting
PRS 7	Change Passcode
JKL 5	Distribution List
ABC 2	Call Schedule Options
TUV 8	Tutorial
wxy 9	Exit

MNO 6	Create Message
PRS 7	Review
DEF 3	Delete
ABC 2	Add (on to message)
wxy 9	Exit to main

Your messaging will purge after 7 days.