



SINGLE VOICEMAIL USER GUIDE

Who needs this User Guide?

Customers who use LOGIX voicemail service.

Why this User Guide?

This guide will take you through step-by-step instructions to complete your initial LOGIX voicemail set up, make changes, and to retrieve your voicemail messages.

To begin your initial voicemail set up:

From the phone line that has the Logix voicemail, dial the voicemail Access Number for your Service Area.

Note: To set up the individual voicemail boxes from any other phone line dial the Access Number for your Service Area, **you will be prompted to enter your telephone number that has your voicemail service and to press the star key (*)**.

<u>Service Area</u>	<u>Access Number</u>
Austin	512 610-0000
Dallas	214 420-0000
Fort Worth	817 632-0000
Houston	713 980-0000
Oklahoma City	405 516-0000
San Antonio	210 293-0000
Tulsa	918 359-0000

The voicemail tutorial will instruct you to press 8 for User Options and will guide you through the following steps:

1. Set a pass code to keep your mailbox private.
2. Record a greeting for your callers.
3. Record your name in your own voice.

After you have completed the initial set up of your voicemail to exit the system press 9.

To check your voicemail from inside the office:

1. From the phone line that has the Logix voicemail, dial the voicemail Access Number for your Service Area. (See Access Number list on page 1).
2. Enter your pass code.
3. Follow the prompts to retrieve your messages.

To check your voicemail from any other phone line:

1. Dial the voicemail Access Number (see the Access Number list on page 1).
2. When you hear “Welcome to the LOGIX Message Center,” **Immediately enter your telephone number associated with the voicemail service.**
3. When you hear the beginning of your voicemail greeting press the star key (*).
4. Enter your pass code.
5. Follow the prompts to retrieve your messages.

Basic key commands:

<p>PRS 7 Play message</p> <p>ABC 2 Answer</p> <p>GH 4 Forward (to another user)</p> <p>JKL 5 Keep</p> <p>MNO 6 Create (a new message)</p> <p>DEF 3 Delete</p>	<p>TUV 8 User Options</p> <p>GH 4 Change Greeting</p> <p>PRS 7 Change Passcode</p> <p>JKL 5 Distribution List</p> <p>ABC 2 Call Schedule Options</p> <p>TUV 8 Tutorial</p> <p>wxy 9 Exit</p>	<p>MNO 6 Create Message</p> <p>PRS 7 Review</p> <p>DEF 3 Delete</p> <p>ABC 2 Add (on to message)</p> <p>wxy 9 Exit to main</p>
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