Repartee Voice Mail Help

First time set up

The first time you log in, the system will ask you a few simple questions to record your name, record a personal greeting (message that callers hear), and set your security code (password). Please follow the steps below to set up your new mailbox:

1. If you're calling from inside, dial **Ext. 2323,** or press your **Voice Mail button.**

2. Enter your **security code**. The code for the initial set up login is **1234**. You will be asked to choose a new personal security code in step 6.

3. Record your **name**. Speak your first and last name and press *. You will have the opportunity to approve or re-record your name by pressing **1. Yes** or **2. No**.

4. You will be asked if you would like to be included in the **directory**, press **1. Yes** or **2. No**.

5. Record your **personal message**. Record your message that callers will hear and press *. You will have the opportunity to approve or re-record your personal message by pressing **1. Yes** or **2. No**.

6. Set your **personal security code** or password. Your security code can be 4 to 10 digits long. Enter your new code and then press *, you will be asked to re-enter your security code, re-enter your code and press *.

7. The system will ask "are you are satisfied with your **set up**?" press **1.Yes** or **2. To erase** and start over at step 3.

Accessing your messages after initial set up

Please follow the steps below to access your voice mailbox after the initial set up:

1. Dial **Ext. 2323,** or press your **Voice Mail button.**
2. Enter your **security code**. This is the code that you set up in step six.

Other useful hints

General
      Whenever the system asks you a question: press 1 for yes and 2 for no.

Calling from outside the system
1. If you're calling from outside the system, dial **218-878-2323**.
2. Enter your personal ID. Your **personal ID** is a 9 followed by your extension number. So if your extension is 4321, you would dial 94321.
3. Enter your security code.

Leaving a message
      Press * to skip greeting

Main menu shortcuts
4	Check new messages
5	Leave messages
6	Review messages
7	Change set up options
744	Hear current greeting
745	Switch greetings
764	Change call transfer
765	Change message delivery
774	Change security code

During message playback
3	Menu options
7	Rewind
8	Pause
9	Fast forward
#	Repeat
34	Reply
35	Skip
36	Delete message
37	Archive
38	Time stamp
39	Redirect

After message playback
5	Check next message
6	Delete message
7	Archive
8	Time stamp
9	Redirect
0	Save as new
#	Repeat message