

Panasonic KX-TDA Keyline System

VOICE PROCESSING SYSTEM (KX-TVM50/200) - QUICK REFERENCE

The Voice Mail Extn No. : _____

To Set Call Forward

All Call - [SP-PHONE] + [*] [7] [1] [0] + [2] + Voice Mail Extn. No. + [#] + [SP-PHONE]
Busy - [SP-PHONE] + [*] [7] [1] [0] + [3] + Voice Mail Extn. No. + [#] + [SP-PHONE]
No Answer - [SP-PHONE] + [*] [7] [1] [0] + [4] + Voice Mail Extn. No. + [#] + [SP-PHONE]
Busy/No Answer - [SP-PHONE] + [*] [7] [1] [0] + [5] + Voice Mail Extn. No. + [#] + [SP-PHONE]

To Cancel Call Forward

- [SP-PHONE] + [*] [7] [1] [0] + [0] + [SP-PHONE]

To Change Personal Greeting

1. Dial The Voice Mail Extn No.
2. Enter The Password Followed By A Pound Sign [#].
3. Press [3] For Mailbox Management.
4. Press [1] To Change The Personal Greeting.
5. To Select The Greeting - Press [1] For No Answer Greeting.
- Press [2] For Busy Greeting.
- Press [3] For After Hours Greeting.
6. Press [1] To Start The Record.
7. Speak The Greeting After The Tone & Press [1] To End The Record.
8. Press [1] To Review.
9. Press [2] To Accept.
10. Hang Up The Phone To Exit.

To Change The Mailbox Password

1. Dial The Voice Mail Extn No.
2. Enter The Password Followed By A Pound Sign [#].
3. Press [3] For Mailbox Management.
4. Press [2] To Change The Password.
5. Announce The Old Password.
6. Press [1] To Set The New Mailbox Password.
7. Enter The Password (Max. 16 Digits) And A Pound Sign [#].
8. Announce The New Password.
9. Press [2] To Accept.
10. Hang Up The Phone To Exit.

To Retrieve The Messages

1. Lift The Handset.
2. Dial The Voice Mail Extn No.
3. Enter The Password Followed By A Pound Sign [#].
4. Press [1] To Receive A Message
5. Press [1] To Play New Message, Press [2] To Play Old Message.
6. After Listen The Message - Press [1] To Repeat This Message.
- Press [1] [2] To Play Next Message.
- Press [3] To Erase This Message.
7. Hang Up The Phone To Exit.

Accessing The Mailbox While Away From The Office

To access the Personal Mailbox, press [#] [6] [*] while the Personal Greeting plays. Enter the Personal Mailbox number (Owned Extn No.) and Password combination and follow the voice prompts.

If you have to hang up before the prompt is finished, press [#] [9] to release.

Service Hotline Number: 1833 111