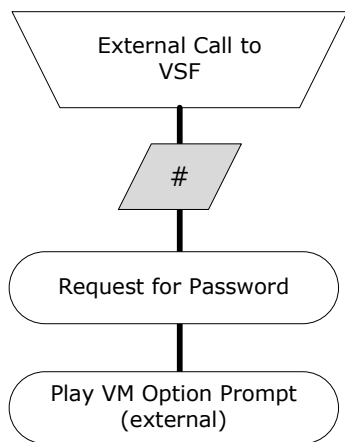


VSF Voice Mail Prompt Menu

To Access Your Voice Mail from an external phone:

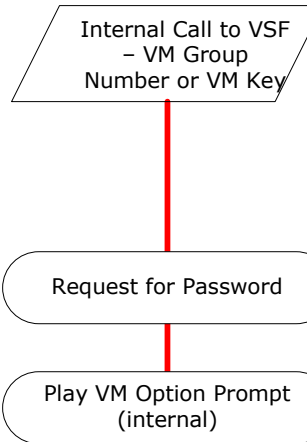
- Dial your DID number
- Wait for the Voice Mail to begin playing your recorded message
- Enter # and your password
- Follow system prompts to access your VM messages and to administer your VM account



To Direct Transfer a Call to the VSF:

While the call is in progress:

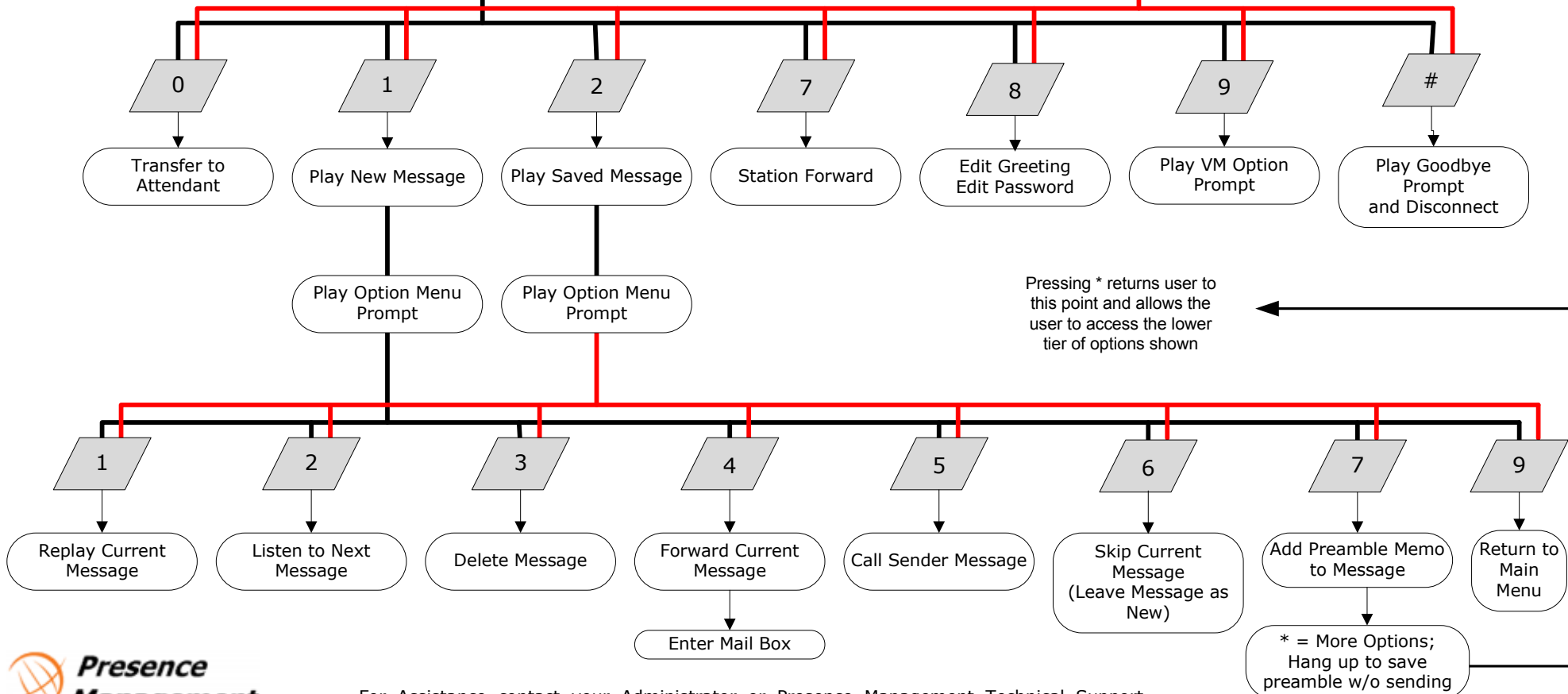
- Press the Trans/Pgm key on the phone
- Press the Call Back key
- Dial the extension or press the DSS key for the station you will to transfer to



To Access Your Voice Mail from an internal station:

From any internal phone

- Press the Call Back key, VM key, or dial the VM Group Number
- Enter your extension followed by your password
- Follow the system prompts



For Assistance contact your Administrator or Presence Management Technical Support
email: support@presencemanagement.com