

# User Guide

Panasonic KXTDA Voicemail  
VP50/100



## Greeting Example:

You have reached the Voicemail of \*\*\*\*, I'm sorry I'm unavailable to take your call at present. Please leave a detailed message after the tone, including your name and telephone number and I will return your call as soon as I can. Thank you for calling.

## To Forward Your Phone to Voicemail:

Lift Handset, Press FWD/DND Key or Dial \*710  
Dial 2 then xxx to Forward ALL CALLS then #  
Dial 3 then xxx to Forward on BUSY ONLY then #  
Dial 4 then xxx to Forward on NO ANSWER ONLY (5-6 rings) then #  
Dial 5 then xxx to Forward on BUSY and NO ANSWER then #

## To Cancel a Forward:

Lift Handset, Press FWD/DND Key or Dial \*710, Then Dial 0

## To Record Your Personal Greeting:

Lift Handset and dial xxx, Listen to Prompts  
Select 5 for Mailbox Management  
Select 1 to change your Personal Greeting  
Select 1 to change your No Answer Greeting.  
Speak Clearly after the tone and Press 1 when you have finished  
You will now be given the opportunity to:  
Review – Press 1  
Save – Press 2  
Re-record – Press 3  
Replace your Handset once you have saved your Greeting

**xxx = Extension/Destination**

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### To Retrieve Your Messages:

Your Message Button will be Lit when you have NEW Messages on a Digital Phone (If you have a Basic Handset, when you lift the receiver you will automatically be played your New Messages)

Lift Handset then Press the Message Key

Dial 1 to be Played your New Message

After each Message you will be given the Following Options:

Dial 1 to REPLAY the Message

Dial 2 to PLAY the Next Message (Automatically Saves the Previous Message)

Dial 3 to DELETE the Message (You should delete every Message after you have listened to it, Provided you no longer require it)

Dial 7 to TRANSFER the Message to another Mailbox (See Further Instructions

Below)

You will be advised when you have listened to all of your Messages.

### To Retrieve Saved/Old Messages:

If you have Saved Messages, you will need to go into Voicemail Manually by Dialling

The Voicemail System Number allocated on installation xxx

You will be advised that you have no 'New Messages'

Dial 1 to Play Saved/Old Messages.

You may then listen to your Messages and Delete them accordingly

### Transferring a Message to another Mailbox:

After listening to the Message, Dial 7 to Transfer

Dial the Extension Number where you wish to Transfer the Message

To CHANGE Press 1

To ACCEPT Press 2

To REPEAT Press 3

You will then be given the option to Transfer, Press 1

To transfer with Comments Press 2

You will then be taken back to the Main Menu, at which point you should Delete the

Message by Dialling 3.

### To Transfer a Caller Directly to Someone's Voicemail:

Press TRANSFER Key or RECALL

Dial Voicemail System Number, allocated on installation xxx

Once Voicemail Answers, Dial #6 plus the Extension Number

Replace the Handset

### Remote Access of Voicemail: