

GRANITE COMMUNICATIONS, INC.
HOW TO USE VMI IWATSU VOICEMAIL SYSTEM

TO LOG ON TO MAILBOX FROM YOUR PHONE

- Press **MSG**

TO LOG ON TO YOUR MAILBOX FROM A DIFFERENT PHONE

- **Lift the handset**
- Dial **555** (wait for voicemail to answer)
- Press **# (pound)** plus your **ext. number**
- Follow prompts

TO LEAVE A MESSAGE FOR SOMEONE FROM YOUR PHONE

- Press **MSG**
- Enter **security code**
- Press **2 to record message**
- Press the **# (pound)** key when done recording
- Press **4** to send it to a user
- Follow prompts

TO TRANSFER AN OUTSIDE CALLER TO SOMEONE'S VOICEMAIL

- Press **VMTRF**, or Dial *** (star)**
- Dial **Extension Number**
- **Hang up**

HOW TO TRANSFER COMPANY EMPLOYEE INTO VOICEMAIL

- Press **TRAN** key
- Dial **555**
- **Hang up**

HOW TO ACCESS VOICEMAIL FROM OUTSIDE

- **Dial**
- When main greeting answers **PRESS #**
- Enter **mailbox number**
- Enter **security code**

IF YOUR MESSAGE LIGHT IS FLASHING AND YOU DON'T HAVE ANY MESSAGES

- Press **Feat #8** plus **MSG** key