

## KX-TVA Log-In a mailbox, Record Greetings, Set Password

<b>FROM YOUR DESK</b>	<b>FROM ANY OTHER PHONE ON YOUR SYSTEM</b>	<b>FROM OUTSIDE THE OFFICE</b>
<p>Press the VM button labeled on your phone</p> <p style="text-align: center;">or</p> <p>Press INTERCOM and dial the the voice mail extension, usually Ext. 165</p>	<p>Press the VM button labeled on the phone</p> <p style="text-align: center;">or</p> <p>Press INTERCOM and dial the the voice mail extension (usually 165)</p> <p>Press POUND 6 STAR and your mailbox number.</p>	<p>Call the office.</p> <p>If the voice mail answers, press POUND 6 STAR and your mailbox number.</p> <p>If someone answers live, have them transfer you to your mailbox. When you hear ANY greeting, press POUND 6 STAR and your mailbox number.</p>

Before you can enter as a subscriber you must first open your mail box (LOG-IN). If this is a new mailbox, you will most likely hear a tutorial to get you started. Follow the prompts and complete the tutorial (you cannot get your messages until it is completed).

With most Panasonic systems you have direct access to your mailbox by dialing the voice mail extension from your phone, or even easier, pressing a programmed flexible key on your phone. Using this feature, you (or anyone else who has access to your phone) are connected to your mailbox immediately. We suggest you have your mailbox password protected.

**Normally 165 is the Ext. number for voice mail when 3-digit extension numbers are used. In some companies, a different extension number is used. 500 is another common VM extension. If yours is different, please substitute the correct extension number. [Personal Custom Service Options](#)**

### You must be logged-in to perform any of these options;

<b>NO ANSWER</b>	<b>BUSY SIGNAL</b>	<b>AFTER HOURS</b>	<b>TEMPORARY</b>	<b>PASSWORD:</b>	<b>NAME:</b>
<p>Heard by callers when you do not answer their call.</p> <p><i>"This is (your name), I can't take your call right now etc."</i></p> <p style="text-align: center;">3 1 1</p>	<p>Heard by callers when you are on another call.</p> <p><i>"This is (your name), I'm on another call right now etc."</i></p> <p style="text-align: center;">3 1 2</p>	<p>Heard by callers when the Voice Mail is in after hour's mode.</p> <p><i>"This is (your name). I've gone home for the day etc."</i></p> <p style="text-align: center;">3 1 3</p>	<p>Special greeting heard callers instead of the regular greeting. <i>"This is (your name). I'm out of the office this week etc.."</i></p> <p>When you check messages, you are reminded the temporary greeting is in use and you can turn it off.</p> <p style="text-align: center;">3 1 5</p>	<p>Enter password.</p> <p style="text-align: center;">3 2</p>	<p>Record your name. It is used in several instances such as when you transfer a message to another subscriber (user)</p> <p style="text-align: center;">3 3</p>

