LG-Ericsson LDK-60 Voice Mail User Guide

Voice Mailbox Setup

To record your greeting:

1. Press the Call Bk button on your 7224D set or dial 557 from your 7280D set.
2. Enter your Voice Mail password. Your default password is your 3-digit Station Number. If your station number has been changed, check with your system administrator to verify your password.
3. Once you've logged into your Voice Mail, you'll hear the Main Voice Mail Menu:
    - To listen to your messages, press 1.
    - To record your greeting, press 2.
    - To send a message, press 3.
    - For Personal Options, press 4.
    - To access another mailbox, press #.
4. Dial 2 to receive the Record Greeting prompt:
    - To listen to your greeting, press 1.
    - To record your greeting, press 2.
    - To access your temporary Greeting, press 9.
5. Dial 2 and follow the instructions to record your greeting.
6. Hang up to terminate the Voice Mail session.

You can record a temporary greeting to be played in place of your normal greeting. This is great for when you will be away for a period of time. You can erase (delete) the temporary greeting and your normal greeting is played.

Recording Auto Attendant greetings

To record system greetings on the Attendant:

1. Press the (TRANS/PGM) button and dial '06'.
2. Dial the desired announcement number.
    - 001 for your day greeting
    - 002 for your night greeting
    - 003 for your lunchtime greeting
    - 004 for your holiday greeting
3. Press the '#' key to record plays followed by any previous recording for the announcement.
4. Dial '#' and start recording after the beep.
5. Press the (HOLD/SAVE) button to stop and store the recording.

To delete a system greeting from the Attendant:

1. Press the (TRANS/PGM) button.
2. Dial the code '06'.
3. Dial the appropriate message number, the recording is played.
4. Press the (SPEED) button while the message is playing.

Changing your Voice Mail Password

1. Press the (Trans/PGM) button or for single line telephones, dial '563'.
2. Dial '322'.
3. Dial your present password and '#'. The default password is your three (3) digit station number, or check with your System Administrator.
4. Dial the new password followed by '#'.
5. The new password is saved and the phone returns to idle.

When listening to your messages, there are 3 types - New, Saved, and Urgent. Each type has a separate queue and you select the type of message to play.

To forward a voice message to another user:

You can forward a Voice Mail to another user adding a comment, if desired.
1. After listening to the message, press the 'Add' softkey.
2. Follow the verbal instructions to add your comment.
3. After ending the recording, your comment is added to the original message and your comment and original message are played.
4. At the end of the playback, dial '6' and follow the instructions to forward the message with your comment.

While in your Mailbox, press * to return to the previous menu. Other operations of your Voice Mail are quite intuitive and include voice prompts for your ease of use.

Company directory

This system also has a Company Directory feature. For proper operation, you will need to record your Name.

Recording your name:

1. Press the (TRANS/PGM) button.
2. Dial '6', you will hear the Name recording prompt followed by any previously recorded Name,
3. At the prompt dial '#'.
4. After "Record your greeting" prompt, record your Name.
5. When complete, press the (HOLD/SAVE) button.

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