


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

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).

<p><b>FROM YOUR DESK</b></p> <p><b>Press the VM button labeled on your phone or press intercom and the voice mail extension</b></p> <p><b>OR from any system phone</b></p> <p><b>Call the voice mail station and press POUND 6 STAR and the mailbox number.</b></p>	<p> With your Panasonic systems you have direct access to your mailbox by Pressing the “voice mail” button 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.</p>
<p><b>To Log-In from outside the office, call the office. If the voice mail answers, press POUND 6 STAR and you extention/ mailbox number. If someone answers live, have them transfer you to your mailbox. When you hear any greeting, press POUND 6 STAR and your mailbox number.</b></p>	

### New users need to record these items ASAP

**NO ANSWER GREETING:** Log In, press 3, 1, 1 to record or change. Heard by callers when you do not answer their call. *"This is (your name), I can't take your all right now etc."*

**BUSY SIGNAL GREETING:** Log In, press 3, 1, 2 to record or change. . Heard by callers when you are on another call. *"This is (your name), I'm on another call right now etc."*

**AFTER HOURS GREETING:** Log In, press 3, 1, 3. Heard by callers when the Voice Mail is in after hour's mode. *"This is (your name). I've gone home for the day etc."*

**PASSWORD:** Log In, press 3, 2. Enter password.

**SUBSCRIBER NAME:** Log In, press 3, 3. Record your name. It is used in several instances such as when you transfer a message to another subscriber (user).