Americom provides:

- Telephone systems
- Voice/Data Cabling
- Fiber Optic Cabling
- Paging Systems
- Wireless Networks
- Surveillance Systems
- Network Services
- Network Hardware

As your telecommunications partner, Americom is proud to provide the highest level of service, the best quality equipment, and a consultative approach to make your business succeed!
Your security code is the same as your extension number at the time of installation and will be set back to that as a default if ever necessary.

Press 2525 anytime you want to access the voice mail system.

To Logon to your mailbox:

1. From your phone—
   - Enter 2525
   - When prompted, enter your security code.
   (The first time you access your voice mail your security code will be 0000.)

1. If you are not at your phone—
   - Enter 2525
   - When the voice mail answers press "*" then ":#".
   - When the voice mail asks for your user ID, enter your extension number.
   - When prompted, enter your security code.
   (The first time you access your voice mail your security code will be 0000.)

1. If you are not on site, after hours—
   - Call the office at 402-437-2525
   - When the voice mail answers press "#".
   - When the voice mail asks for your user ID, enter your extension number.
   - When prompted, enter your security code.
   (The first time you access your voice mail your security code will be 0000.)

To record your name:

1. Log on to your mailbox
1. Press 3—3—2
1. Record your name
1. Press 1 to review recording
1. Press * or hang up phone to save

To record your personal greeting:

1. Log on to your mailbox
1. Press 3—2—1
1. Press 3 to record greeting
1. Press 2 to review greeting
1. Press 1 to activate greeting

To change your security code:

1. Log on to your mailbox
1. Press 3—4—1
1. Enter your new security code

To record your temporary greeting:

1. Log on to your mailbox
1. Press 8—1
1. Press 2 to review greeting
1. Press 3 to activate greeting
1. Press 1 to re-record greeting

To deactivate your temporary greeting:

1. Log on to your mailbox
1. Press 8—4

Message Playback Controls:

- The red light to the left of this key will flash when you have messages. To check those messages just press this key. If you want to clear the flashing light, with the handset down and the phone idle, press Intercom, #, 409, Spkr.

1. 9 3 = Turn up the volume
1. 9 1 = Turn down the volume
1. # = Repeat
1. 8 = Play date & time the message was received

Deleting Messages:

1. Press 3 while listening to the message or immediately after the message plays. Once a message is deleted and you hang up the receiver, there is no way to retrieve the message.

Forward a message to another user:

1. Press 7 2 while listening to the message or immediately after the message plays
1. Enter the mailbox number where you want to forward the message
1. Press 1 to confirm or 2 to change
1. Press 1 to send without comment or 2 to record a comment at the beginning of the message
1. Press * to continue, 2 to send to additional destinations

To transfer an outside caller directly to a mailbox:

1. While on a call, press the Voice Mail Transfer key (do not place the caller on hold first)
1. Enter the desired mailbox number followed by ":#"
1. Hang up

To record your temporary greeting:

1. Log on to your mailbox
1. Press 8—1
1. Press 2 to review greeting
1. Press 3 to activate greeting
1. Press 1 to re-record greeting

For more User Guides Please go to: [http://telecom.toshiba.com/](http://telecom.toshiba.com/)