



**PARTNER Voice Messaging System  
(PC Card Voice Mail)  
User's Guide**

© 2009 – The Phone Center  
1827 Broad St.  
San Luis Obispo, CA 93401  
(805) 544-3339

## Getting Started

### Logging into your Mailbox:

#### From a Partner Telephone:

- Press “Chk. Msg’s”, -OR- Press Intercom and dial 

PQRS	PQRS	PQRS
7	7	7
- When the Voice Messaging system answers, dial your Extension Number, then press 

#
---
- Dial your Password, then press 

#
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#### From an Outside Telephone:

- Call in on a line answered by the Voice Messaging system
- When the Voice Messaging system answers, press 

*	PQRS
	7

  - If your call is answered by a person, ask them to press Transfer and dial 

PQRS	PQRS	PQRS
7	7	7
- Dial your Extension Number, and then press 

#
---
- Dial your Password, then press 

#
---

Your default password is 

1	ABC	DEF	GHI	#
	2	3	4	

.

## Your Messages

### Listening to Messages:

- Log into your Mailbox
- Press 

ABC
2

 to get messages
  - The “Message Header” (Date and Time) plays
- Press 

0
---

 to listen to the message
  - To Delete the message, press 

*
---

DEF
3
  - To Save the message, press 

#
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  - To Replay the message, press 

0
---
  - To replay the Message Header (Date and Time the message was received), press 

ABC
2

DEF
3
- After Saving or Deleting the message, the Next Message’s Header will play.
- When all messages have been played, you will hear “No More Messages”, and your Message Waiting light will go out.

## Your Mailbox

### Personal Greeting

The default greeting says **“Your party is not available. Please leave a message after the tone”**. You can record a personalized greeting to replace it.

### Recording a Personal Greeting:

- Log into your Mailbox
- Press 

DEF
3

 for Greeting
- Press 

1
---

 to record the greeting
- Wait for the tone, then record your new greeting
- Press 

1
---

 at the end of your greeting
  - Press 

ABC
2

DEF
3

 to play back your greeting
  - Press 

ABC
2

1
---

 to re-record your greeting
  - Press 

*
---

DEF
3

 to delete your greeting
- Press 

*
---

#
---

 to approve your greeting

### Changing Your Password:

- Log into your Mailbox
- Press 

JKL
5

 to change your Password
- Dial your new Password, then press 

#
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- Re-enter your new Password, then press 

#
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