

Message Waiting

Don't keep recalling a busy or unanswered co-worker. Leave them a Message Waiting request for a return call instead.

The request is a flashing **“red”** voicemail light at the extension you call and a steadily lit **“red”** voicemail light on your phone. When your co-worker answers the **Message Waiting**, they automatically call your extension. And if someone leaves you a **Message Waiting**, you'll know you didn't miss his or her call.

You can leave messages at any number of extensions simultaneously. Also, any number of co-workers can leave you a message at the same time.

TO LEAVE A MESSAGE WAITING (MW):

1. Call the busy or unanswered extension.
2. Press “0”.
3. Hang up. Your **“RED”** MW lights solid.

TO ANSWER A MESSAGE WAITING (MW):

When you have a Message Waiting, your **“RED”** Voicemail light flashes fast.

1. Press button under the “MW” on your display panel to see who has left you the message waiting.
2. Then press the button under “Call” to call the person or press the button under “Cncl” to cancel the message waiting.
3. If the called extension does not answer, dial "0" to leave them a message waiting.

The instructions below will direct you as to how to turn the light off.

If your light is solid:

Hit the "Clear" button; then hit the button under "MW"; then hit the button under "All."

If your light is blinking:

Hit the button under "MW"; then hit the button under "Cncl."