

ProCom Technologies, LLC

How to use your Message Express mailbox. Access, setup and greetings.

Dial your message express phone number_503-XXX-XXXX

When it answers dial #6* and the last four numbers of your express number. XXXX

Enter your password, if none system will start talking.

Press "3" Mailbox management

Press "1" Personal Greeting then select 1-5

Press "1" for no answer greeting. (plays at all times if no other greetings are used)

Option "2" busy greeting is not used on Message Express.

You may use greetings 3-5

Option "3" is a night greeting, this plays from 5:00 PM to 8:00 AM M-F and all day Saturday and Sunday.

Option "4" is a Special Greeting you can assign caller ID numbers as greetings meaning if someone from a certain number calls you may have a greeting just for them. This is done by recording a greeting, then select a phone number you want attach to it, system will guide you.

Option "5" is a Temporary Greeting used when office is closed, on vacation, bad weather, ect. When this is recorded system will play a reminder when you login to let you know this is active. This greeting overrides all others.

To set or change a password follow above steps to option "3" Mailbox Management.

Press "2" Password, enter and confirm.

Note: the * key is always a backup key, this takes you back in any menu, if your already in the main menu system will say "thank you for calling" and then hang up.

While listening to messages the "5" is a 3 second rewind key and "6" is a 3 second forward key.

After message plays you may press "1" then "1" to replay or "1" then "2" to save and continue to next message or "3" to delete the message. After delete you may need to press "1" then "2" to still continue to next message.