



The voicemail system prompts can all be re-recorded over using the following instructions. This must only be done under the guidance or instruction of Ocean Telecom.

**To record the prompts:**

- **Dial 2500**
- **When answered dial \*4000**
- **Then enter password as 4000#**
- **Press 9**
- **Press 6 for prompts**
- **Then enter the prompt number from below**

**Prompt Content**

001 To leave a message, please enter a mailbox number.  
002 For the directory, press #.  
003 To reach an operator, press 0.  
004 I'm sorry...  
005 ...is not available.  
006 The number entered is not valid.  
007 Using the keys on your telephone, please spell the last name of the person, then press #. For the letter Q, press 7. For the letter Z, press 9.  
008 To exit the directory, press \*.  
009 Mailbox number...  
010 If this is correct, press #.  
011 For the previous name in the directory, press 1.  
012 To hear additional information, press 2.  
013 To hear the next directory name, press 3.  
014 To spell a new name, press 4.  
015 Extension number...  
016 Not used  
017 ...is not a valid choice.  
018 Please try again.  
019 After the tone, please record your message. When finished, you may hang up to deliver the message or press # for more options.  
020 Message delivered.  
021 To replay, press 1.  
022 To erase and re-record, press 3.  
023 To append this recording, press 2.  
024 To accept, press #.  
025 Please record after the tone. To end, press #.  
026 Recording erased.  
027 Recording stopped.  
028 Please begin speaking after the tone.  
029 Message play stopped. To continue, press #.  
030 Enter the destination mailbox or group list number.  
031 Logon canceled.  
032 Enter your password. Then press #.  
033 There have been 3 invalid attempts to log onto your mailbox.  
034 Invalid password.  
035 Thank you for calling. Good-bye.  
036 To access Voice Mail features, you must change your system-assigned password.  
037 You have not finished setting up your mail box.  
038 Subscriber access denied.  
039 Because this is the first time you are entering your mailbox, you must record your name for the company directory.  
040 Since you are entering your mailbox for the first time, you should be aware of a few standard features. To cancel an option you have accessed and return to the previous menu, press \*. To accept your recording or dialing sequence, or to advance to your next message, press #. For help, you may press 0 at any time you are at a menu and Voice Mail will replay the current menu and or give you additional information. Certain Voice Mail features such as remote messaging are available from your mailbox only if authorized by your System Administrator.



Your mailbox is now fully set up.  
041 Your password may be up to 12 digits.  
042 Enter your new password, then press #. If you don't want a password, press # now.  
043 You new password is...  
044 The number entered is too long.  
045 To accept this entry, press #.  
046 To erase and re-enter, press 3.  
047 Password erased.  
048 Password saved.  
049 Your mailbox is full and cannot receive any new messages. Please delete old messages.  
050-051 Not used  
052 Your mailbox is almost full. Please delete any messages you no longer need so new messages may arrive.  
053 You have...  
054 You have one new message.  
055 ...new messages.  
056 ...of which is priority.  
057 You have no new messages.  
058 You have one saved message.  
059 ...saved messages.  
060 Remote messaging is currently enabled.  
061 To listen to new messages, press 1.  
062 To record a message, press 2.  
063 To listen to saved messages, press 3.  
064 For personal options, press 4.  
065 To setup remote messaging, press 5.  
066 For your primary setup, press 1.  
067 For your alternate setup, press 2.  
068 If this is the correct destination, press #.  
069 To send this message now, press #.  
070 For special delivery options, press 9.  
071 To return to the previous menu, press \*.  
072 Message canceled.  
073 To mark this message private, press 1.  
074 To mark this message for certified delivery, press 2.  
075 To mark this message priority, press 3.  
076 Message marked private.  
077 Message marked certified.  
078 Message marked priority.  
079 To send this message to additional mail boxes, press #.  
080 To backup within your message or recording, press 1.  
081 To pause at any time, press 2.  
082 To advance press 3.  
083 To lower the Voice Mail volume, press 4.  
084 To increase volume, press 6.  
085 To save this message, press 7.  
086 To delete this message, press 9.  
087 To skip to the end of your message or recording, press #.  
088 To return to the main menu, press \*.  
089 To reply to this message, press 2.  
090 To forward a copy of this message to another destination, press 3.  
091 To skip back to the previous message, press 4.  
092 To replay the message envelope, press 5.  
093 To listen to your next message, press 6.  
094 There are no previous messages.  
095 Message saved.  
096 Message deleted.  
097 There are no further messages.  
098 Message received...  
099 ...at...  
100 ...from...  
101 ...totaling...  
102 ...minutes...



- 103 ...minute...
- 104 ...seconds...
- 105 ...second...
- 106 Message received from an outside caller.
- 107 To record an introduction with a copy of this message, press 1.
- 108 To change your personal greeting, press 1.
- 109 To change your name in the directory, press 2.
- 110 To change your password, press 3.
- 111 To change your message envelope, press 4.
- 112 To replay the message, press 1.
- 113 To use your primary greeting, press 1.
- 114 To select your alternate greeting, press 2.
- 115 To select the system greeting, press 3.
- 116 After the tone, please record your greeting, then press #.
- 117 Greeting saved.
- 118 After the tone, please record your name, then press #.
- 119 Name saved.
- 120 Your message envelope is currently set to return...
- 121 ...all information.
- 122 ...time and date...
- 123 ...message source...
- 124 ...and...
- 125 ...message length...
- 126 To turn on all envelope options, press 4.
- 127 For message source, press 2.
- 128 For message length, press 3.
- 129 This option is now off.
- 130 This option is now on.
- 131 For time and date, press 1.
- 132 Your message envelope will play all options.
- 133 ...is turned on to call you at...
- 134 AM
- 135 PM
- 136 ...Extension ID number...
- 137 ...Every day.
- 138 ...Monday through Friday.
- 139 Sunday
- 140 Monday
- 141 Tuesday
- 142 Wednesday
- 143 Thursday
- 144 Friday
- 145 Saturday
- 146 To turn this number on or off, press 1.
- 147 To change the phone number, press 2.
- 148 To change times of day, press 2.
- 149 To change days of the week, press 3.
- 150 For pager notification, press 1.
- 151 For personal phone notification, press 2.
- 152 For notification of all new messages, press 1.
- 153 For priority-only, press 2.
- 154 Please enter the destination telephone number and wait for further instructions.
- 155 The new number is...
- 156 Please enter the start time.
- 157 Please enter the stop time.
- 158 I'm sorry. You must program a telephone number first.
- 159 Invalid time.
- 160 For AM, press 1.
- 161 Please select the days of the week on which you wish to be notified.
- 162 Not used
- 163 Please enter your mailbox number.
- 164 Today
- 165 Yesterday
- 166 January
- 167 February



168 March  
169 April  
170 May  
171 June  
172 July  
173 August  
174 September  
175 October  
176 November  
177 December  
178 First  
179 Second  
180 Third  
181 Fourth  
182 Fifth  
183 Sixth  
184 Seventh  
185 Eighth  
186 Ninth  
187 Tenth  
188 Eleventh  
189 Twelfth  
190 Thirteenth  
191 Fourteenth  
192 Fifteenth  
193 Sixteenth  
194 Seventeenth  
195 Eighteenth  
196 Nineteenth  
197 Twentieth  
198 Twenty-first  
199 Twenty-second  
200 Twenty-third  
201 Twenty-fourth  
202 Twenty-fifth  
203 Twenty-sixth  
204 Twenty-seventh  
205 Twenty-eighth  
206 Twenty-ninth  
207 Thirtieth  
208 Thirty-first  
209 ...the Voice Mail system.  
210 The system is set to notify you between...  
211 ...is turned off.  
212 ...is turned on to call your pager at...  
213 ...with all new messages.  
214 ...with all priority messages.  
215 ...starting at...  
216 ...ending at...  
217 For mailbox and group list maintenance, press 2.  
218 To send a message to all subscribers, press 1.  
219 To make a custom recording, press 1.  
220 To select a custom recording, press 2.  
221 Not used  
222 Please enter the recording number.  
223 After the tone, please record. Then press #.  
224 Recording saved.  
225 To continue recording, press #.  
226 Not used  
227 No saved messages.  
228 To change and spell the first name, press 5.  
229 To change and spell the last name, press 5.  
230 Using the keys on your telephone, please spell the first name of the person.  
Then press #. For the letter Q, press 7. For the letter Z, press 9.  
231 No message left.



232 ...last...  
233 ...an outside caller at...  
234 Message was sent from...  
235 This matches the mailbox of...  
236 ...an unknown caller.  
237 To turn off the envelope, press 5.  
238 To accept the changes, press #.  
239 The envelope is turned off.  
240 Please enter the application extension number.  
241 To select a day recording, press 1.  
242 To select a night recording, press 2.  
243 If this is the correct recording, press #.  
244 Warning, no recording has been made.  
245 Invalid application entered.  
246 ...is not a valid recording number.  
247-252 Not used  
253 This is a return receipt verifying the message sent has been heard.  
254 I'm sorry. Private messages cannot be forwarded.  
255 This is the message center calling for...  
256 If you are the correct person, press #.  
257 ...One  
258 ...Two  
259 ...Three  
260 ...Four  
261 ...Five  
262 ...Six  
263 ...Seven  
264 ...Eight  
265 ...Nine  
266 ...Ten  
267 ...Eleven  
268 ...Twelve  
269 ...Thirteen  
270 ...Fourteen  
271 ...Fifteen  
272 ...Sixteen  
273 ...Seventeen  
274 ...Eighteen  
275 ...Nineteen  
276 ...Twenty  
277 ...Thirty  
278 ...Forty  
279 ...Fifty  
280 ...Sixty  
281 ...Seventy  
282 ...Eighty  
283 ...Ninety  
284 ...Hundred  
285 This mailbox is currently full and cannot receive new messages.  
286 Oh  
287 ...of which are priority.  
288 Priority message received...  
289 Otherwise, press \*.  
290 When you are finished entering mailbox numbers, press #.  
291 Otherwise, press #.  
292 For PM, press 2.  
293 For Sunday, press 1.  
294 For Monday, press 2.  
295 For Tuesday, press 3.  
296 For Wednesday, press 4.  
297 For Thursday, press 5.  
298 For Friday, press 6.  
299 For Saturday, press 7.  
300 For Monday through Friday service, press 1.  
301 For all the days of the week, press 2.



- 302 Thousand
- 303 The hard disk is...
- 304 ...percent full.
- 305 I'm sorry. Voice Mail is full and cannot record any messages.
- 306 Zero
- 307 #
- 308 \*
- 309 Group list number...
- 310 Please speak louder.
- 311 You have recorded for the maximum time permitted.
- 312 Not used
- 313 Resuming playback.
- 314 You have one priority message.
- 315 Use 2 digits for the hour and 2 digits for the minutes.
- 316-317 Not used
- 318 You have chosen not to have a password.
- 319 I'm sorry. This mailbox is currently in use and cannot be accessed. Please try again later.
- 320 Not used
- 321 If you are calling from a rotary-type telephone, please stay on the line and your call will be answered.
- 322 You cannot reply to a system sent message.
- 323 Zero is not a valid entry. To spell a name, please press one number on the telephone keypad for each letter of the person's name you are entering. For the letter A, press the number 2 key one time and for the letter F, press the number 3 key one time. When you are finished, press #.
- 324 Zero is not a valid entry. To spell a name, please press the associated number on the telephone keypad with the desired letter of the person's name you are entering. For the letter A, press the number 2 key once. for the letter B, press it twice and for the letter C, three times. When you are finished, press #.
- 325 Please select the days of the week.
- 326 To select individual week days, press 3.
- 327 Service is set for Monday through Friday.
- 328 Service is set for each day of the week.
- 329 Recording canceled.
- 330 The system was busy and could not deliver message notification at the specified time.
- 331 The system was unable to deliver message notification due to a programming error.
- 332 Extension ID...
- 333 ...the operator.
- 334 ...the operator...
- 335 Remote Messaging will call...
- 336 To change a cascade level, press 1.
- 337 To select a message notification category, press 4.
- 338 Please enter the cascade level you wish to program.
- 339 ...with a pager number of...
- 340 To change the pager dial string, press 3.
- 341 To call an internal extension, press 1.
- 342 To call an outside number, press 2.
- 343 Not used
- 344 Please enter the digits for your digital pager and wait for further instructions.
- 345 The new pager number is...
- 346 Mailbox Number
- 347 New Message Count
- 348 Pause
- 349 You must program a telephone number first.
- 350 You have chosen not to have a pager number.
- 351 Cascade Level...
- 352 You did not enter a valid document number.
- 353 This document is currently unavailable.
- 354 ... is not a valid document number.
- 355 You have already selected that document.
- 356 To cancel, press \*.
- 357 You have selected the maximum number of documents allowed.



- 358 To send your fax, press #.
- 359 You have selected one document.
- 360 You haven't selected any documents yet.
- 361 You may select one more document during this call.
- 362 You may select up to...
- 363 ... more documents during this call.
- 364 Selections Canceled.
- 365 The number that will appear on your fax cover sheet is...
- 366 You have chosen not to have your extension appear on your cover sheet.
- 367 If you would like to have your fax automatically delivered to you later, press #.
- 368 To re-enter the number, press 3.
- 369 If you wish to have your extension appear on your cover sheet, enter the extension followed by the # key.
- 370 If you are calling from your fax machine, press 1.
- 371 Press the start button on your fax machine now.
- 372 All of our fax lines are currently busy.
- 373 Please try again later.
- 374 Your fax will be delivered to...
- 375 Your fax will be delivered shortly.
- 376 I am unable to communicate with your fax machine. Please make sure it is operating properly and try again.
- 377 *For a US system:* Please enter the 10 digit area code and telephone number of your fax machine.
- 378 *For a European system:* Please enter the telephone number of your fax machine, including your national dialing code, if required.
- 378 The number you enter may be up to twenty digits in length.
- 379 Your fax is scheduled to be delivered at...
- 380 Please enter a document number.
- 381 When you have finished importing documents, press \*.
- 382 Document number...
- 383 ...is currently in use.
- 384 ...already exists.
- 385 To replace this document, press #.
- 386 Document received.
- 387 Press # to continue.
- 388 To import a fax document, press 4.
- 389 *For a US system:* If this is an international call, enter 011 followed by your country code and your fax number. Then, press #.
- 390 *For a European system:* If this is an international call, enter the designated carrier's access code followed by your country code and your fax number. Then, press #.
- 390 I'm sorry. I'm not allowed to dial that number.
- 391 To receive your documents, please hang up and call from your fax machine.
- 392 The system does not have enough disk space to import your document.
- 393 The system is unable to import your document because it will exceed the Maximum Fax Library Size.
- 394 For recording options, press 3.
- 395 There are...
- 396 ... calls ahead of you.
- 397 Your call should be answered within...
- 398 You have selected...
- 399 ...documents.
- 400 Hello, you've reached the Inter-Tel voice processing system.
- 401 Hello, you've reached the Inter-Tel automated call processing system.
- 402 To change your message search order, press 2.
- 403 Your current message search order is first in first out.
- 404 Your current message search order is last in, first out.
- 405 To search for messages first in first out, press 1.
- 406 To search for messages last in first out, press 2.
- 407 To change the search order for new messages, press 1.
- 408 To change the search order for saved messages, press 2.
- 409-499 Not used
- 500 If you know your party's extension number, enter it now.
- 501 To leave a message, press 1.
- 502 To try another extension, press 2.



503 Please hold while your call is being transferred to...  
504 Not used  
505 To return to the menu, press 2.  
506 Your fax is scheduled to be delivered on...  
507 The system already contains the maximum number of fax documents allowed.  
508 The system does not have enough disk space to import any more documents.  
509 The system is currently at or above the Maximum Fax Library Size.  
510 Levels 1 through 9 are currently disabled.  
511 Your call will be answered in the order it was received.  
512 There is one call ahead of you.  
513 To change your transfer method, press 5.  
514 Your current transfer method is unannounced.  
515 Your current transfer method is screened.  
516 Your current transfer method is announce only.  
517 To select unannounced transfers, press 1.  
518 For screened transfers, press 2.  
519 For announce only, press 3.  
520 Who should I say is calling?  
521 To replay the announcement, press 1.  
522 To send this call to Voice Mail, press 2.  
523 To forward this call to another extension, press 3.  
524 To accept this call, press #.  
525 To refuse this call, press \*.  
526 You have a call from...  
527 To change the time and date, press 5.  
528 The current time is...  
529 To accept the current time, press #.  
530 To enter a new time, use two digits for the hour and two digits for the minutes.  
531 The current date is...  
532 To accept the current date, press #.  
533 To enter a new date, use two digits for the month, two digits for the day, and two digits for the year.  
534 Invalid date.  
535 Please enter the extension number.  
536 Time updated.  
537 Date updated.  
538 For system prompt replacement or reinstatement, press 6.  
539 Please enter the number of the system prompt.  
540 The system prompt has been replaced by the following custom prompt...  
541 The original system prompt is...  
542 To replace this system prompt with a custom prompt, press 3.  
543 ...is not a valid system prompt number.  
544 To delete the custom prompt and reinstate the system prompt, press 9.  
545 To replace this custom prompt with a new custom prompt, press 3.  
546 You have no deleted messages.  
547 You have one deleted message.  
548 ...deleted messages.  
549 To recover deleted messages, press 2.  
550 To recover this message, press 7.  
551 Message recovered.  
552 To purge this message, press 9.  
553 Message purged.  
554 To listen to deleted messages, press 1.  
555 To recover all messages, press 2.  
556 To purge all messages, press 3.  
557 ...messages recovered.  
558 ...messages purged.  
559 ...message recovered.  
560 ...message purged.  
561 For message options, press 5.  
562 For more options, press 9.  
563 To change the fax destination number, press 1.  
564 Please enter the extension number of your fax destination, followed by the # key.  
565 Your fax destination is...  
566 You have chosen not to have a fax destination.



567 Invalid extension.  
568 Fax destination saved.  
569 Fax destination erased.  
570 To cancel unheard sent messages, press 1.  
571 All sent messages have been heard.  
572 Enter the destination mailbox.  
573 This mailbox has one unheard message.  
574 ...unheard messages.  
575 To append to the message, press 2.  
576 To leave a Voice Mail message, press 1.  
577 To make a return call, press 2.  
578 Please hold while your call is being transferred to an outside number.  
579 Enter the number of the remote mailbox  
580 ... followed by #.  
581 ...has just listened to the original message.  
582 This mailbox has...  
583 This message was canceled by the originator.  
584 I'm sorry, there are no network mailboxes for node...  
585 For the directory, press # now.  
586 I'm sorry, you cannot reply to this network message.  
587 The following message could not delivered to...  
588 This nonsubscriber message could not be delivered to...  
589 Enter the number of the remote extension.  
590 To cancel this message, press \*.  
591 Fax-On-Demand was unable to deliver one or more faxes. Please view the fax delivery report for details.  
592 I'm sorry. I'm not allowed to dial that number.  
593 Message received from an outside number with no Caller ID (CLIP) information.  
594 I'm sorry. I do not have valid Caller ID (CLIP) information.  
595 ...the network...  
596 Your call is being handled by the Inter-Tel voice processing system.