

VoiceMail
Quick Start Guide

Enter VoiceMail

*** 9 8** Enter VoiceMail System

The System will prompt you for a password (if password is enabled)

Enter your assigned password (first time users enter the last four digits of your phone number)

Main Menu

- Review Messages **1**
- Change Folders **2**
- Advanced Options **3**
- Mailbox Options **0**
- Help *****
- Exit **#**

Review Messages

- Advanced Options **3**
- Previous Message **4**
- Repeat Message **5**
- Play Next Message **6**
- Delete/Undelete Message **7**
- Forward Message **8**
- Save Message **9**
- Backup 10 Seconds *****
- Fast Forward 10 Seconds **#**

Change Folders

- New Messages **0**
- Old Messages **1**
- Work Messages **2**
- Family Messages **3**
- Friends Messages **4**
- Cancel **#**

Mailbox Options

- Record Unavailable Message **1**
- Record Busy Message **2**
- Record Your Name **3**
- Record Temporary Greeting **4**
- Change Password **5**
- Return to Main Menu **#**

Forward Message

Enter the 10 digit extension number to forward the message to

Save Message

- 0** New Messages
- 1** Old Messages
- 2** Work Messages
- 3** Family Messages
- 4** Friends Messages
- #** Cancel

Advanced Options

To be used for custom programming

- *** Backup 10 Seconds

Mailbox Options

Record Message followed by the # Key

- 1** Accept the Recording
- 2** Listen to the Recording
- 3** Re-record the Message

Advanced Options

Record Message followed by the # Key

- 1** Accept the Recording
- 2** Listen to the Recording
- 3** Re-record the Message

Forward Message

Record Message followed by the # Key

- 1** Accept the Recording
- 2** Listen to the Recording
- 3** Re-record the Message

Change Password

Enter New Password
Re-enter New Password
Password is now Changed

