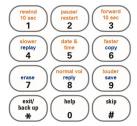
Voicemail quick reference guide



- · Orange options depict actions while
- listening to your messages · Blue options depict prompts while getting

To Get Your Messages-1	
Press	
To listen your messages 1	
Delete message without	
listening to it 3, 3, 7	
Rewind message (10 sec) 1	
Restart message from body 11	
Pause/resume 2	
Fast forward (10 sec) 3	
End of message 3, 3	
Slow message down 4	
To repeat message 4	
To hear message details again 5	
To send a copy 6	
Enter a phone or group list	
number #	
To exit *, *	
To delete the message 7	
To reply 8	
To send a copy of this message	
to someone else 4	
To send a new message 5	
To place a call to this person 8, 8	
To save the message 9	

To Send a Message-2		
Pres	ss	
Enter phone or group list number	#	
When all numbers are entered	#	
Record your message	#	
To hear delivery options	1	
To review your message	1	
To mark as urgent	2	
To mark as private	3	
To rerecord your message	4	
To request delivery report	5	
To request read report	6	
To add or remove recipients	7	
To schedule for future delivery	9	
Enter day of month, 0 for today		
Confirm date	#	
Enter hour of delivery	х	
1 for a.m. 2 for p.m. 1 or	2	
Enter minute of delivery	х	
Cancel deliver immediately	1	
Edit delivery time	2	
To continue	#	
To send message as is	#	
To exit	*	
To send your message	#	

Main Menu	
	Press
To get your messages	1
To get your deleted messages	1, 9
To send a message	2
To work with your greetings	3
To change your settings	4
To log in as another subscriber	5
To get more help	0
To exit voicemail	*

Greetings Menu-3	
F	ress
To set up a personal greeting	1
To work with your personal	
greeting	1
To work with your internal	
greeting	2
To exit	*
To work with your extended	
absence greeting	2
To turn on/off your extended	
absence greeting	1
To review or rerecord greeting	2
To exit	*
To select a system generated	
greeting or change recorded name	3
To choose type of system	
greeting	1
To review or rerecord the	_
recording of your name	2
To exit	*
To work with your after hours	_
greeting	6
Record after the tone	#
To exit	•

Press	3
For notification options	1
To deactivate message waiting	
indicator (not suggested)	1
To exit	*
For hands free and time saver options 2	2
To change your auto play settings	1
To change settings for urgent	
messages 2	2
To change your voicemail	
	3
To exit	*
	3
To change your PIN	
	2
10 exit	
To work with your group lists	
To dad a not group not	1
	K
To exit	•
To exit	*
TO exit	

3 2

Voicemail and Auto Attendant PIN guidelines:

- · PINs are required
- · PINs must be 6-15 numeric digits in length
- . The PIN cannot solely consist of your telephone number or any part of your telephone number
- The same digit cannot be repeated more than twice Allowed Examples: 11xxxx, xxx88xxx, xxxxxx99 Not Allowed Examples: 222xxx, xxx444xx, 777777
- · The entire PIN value cannot be sequential, either ascending or descending

Allowed Examples: 012347, 98761, 01234560 Not Allowed Examples: 123456, 0123456789, 9876543210

Log in as New Subso	riber-5
Enter your area code and	Press
phone number	#
Enter your PIN	#

Access Voicemail		
From your phone:	Press the Message button Enter your passcode+#	
From outside of the office:	Dial your voicemail retrieval number Enter your 10-digit number+# Enter your passcode+#	
	Dial your 10-digit number When you hear your greeting, press * (previously you pressed 7 or *) Enter your passcode+#	

Message Auto Play

If you enabled message Auto Play, you must listen to all messages before going back to delete them.

To disable Auto Play, after logging in, press 4, 2, 1, 1, 1

