

Voicemail Quick Reference Guide



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

To Get Your Messages-1	
To listen your messages	Press 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	
Press	Press
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	x
1 for a.m. 2 for p.m.	1 or 2
Enter minute of delivery	x
Cancel deliver immediately	1
Edit delivery time	2
To continue	#
To send message as is	#
To exit	*
To send your message	#

Main Menu	
To get your messages	Press 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	
To set up a personal greeting	Press 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	*

Change Settings-4	
Press	Press
For notification options	1
To deactivate message waiting indicator (not suggested)	1
To exit	*
For hands free and time saver options	2
To change your auto play settings	1
To change settings for urgent messages	2
To change your voicemail preferences	3
To exit	*
For security options	3
To change your PIN	1
To change your fast log in feature	2
To change your skip PIN feature	3
To exit	*
To work with your group lists	4
To add a new group list	1
Enter a number for the list	x
To exit	*
To exit	*
To exit	*

Log in as New Subscriber-5	
Press	Press
Enter your area code and 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