

Accessing Voicemail

Follow these steps to access voicemail:

- Dial ***98** (or press “Messages” button)
- Enter access code and then press #
- New messages are played automatically. If no new messages present then main menu options will be presented

Main Menu

The following options are available at the voicemail main menu:

- 1** - Listen to new messages
- 2** - Listen to saved messages
- 5** - Advanced options
- #** - Exit voicemail

Options While Listening a Message

The following options are available while actively listening to a message:

- 1** - Skip to previous message
- 3** - Skip to next message
- 4** - Rewind
- 6** - Fast-forward
- 7** - Delete
- 8** - Forward message to another user
- *** - Skip date/time stamp at beginning of message

Note: skipping a new message will leave the message as “new”

Options Available After a Message Has Been Played

The following options are available immediately after listening to a message:

- 1** - Listen to the message again
- 2** - Save message
- 5** - Return call immediately
- 7** - Delete message
- 8** - Forward message to another user

Advanced Options Menu

The following options are available in the advanced options menu:

- 1** - Record greeting
- 2** - Choose greeting
- 3** - Record name
- 6** - Change password
- 0** - Return to main menu

Choosing a Greeting

You may pre-record up to nine different greetings. After recording the greeting, set it active with the “choose greeting” option. Additionally, if you have find-me/follow-me enable on your extension you may customize which greeting to play based on caller ID or time of day. For example, during business hours you could have greeting 1 and after hours could be greeting number 2.

Leaving Voicemail Messages

- Dial ****** + extension number to leave a voice message for another user
- Press **#** to skip the user’s outgoing greeting
- While recording, press any key to stop recording
- After recording the following options are available:
 - 1** - Listen to recording
 - 2** - Save recording
 - 3** - Re-record
 - #** - Continue
- After saving the recording press ***** to mark the message “urgent”

