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Voice Mail user guide

Checking your voicemail from phone on site

1. Press the Messages Button, or dial *(star) and your ext.#
2. Enter your password + “#” (Default is your extension number and you will be prompted to change it)
3. Follow the prompts

MAIN MENU OPTIONS:

1. new/old messages (*=rewind; #=fast fwd.)
2. change folders
3. advanced options
 1. leave msg. for another user
 - *. return to main menu
0. mailbox options
 1. record unavailable greeting
 2. record busy greeting
 3. record name
 4. record temporary greeting
 5. change password
 - *. return to main menu
- *. help
- #. exit

Mailbox Options after listening to a message:

3. advanced options
 1. send reply
 3. hear envelope (date/time, phone number of caller)
 5. leave msg. for another user
 - *. return to main menu
5. repeat current msg.
6. play next msg.
7. delete
8. forward to another user
9. save to folder
 0. new
 1. old
 2. work
 3. family
 4. friends
 - *. help
 - #. exit

Checking Voicemail Remotely (For this option to work your calls must go directly to an auto attendant)

1. Call main number, at main auto attendant press “#” (Or option configured for Voice mail)
2. When you hear the prompt enter your box number
3. When you hear the prompt Enter your password + “#”
4. Follow the voice mail menu prompts