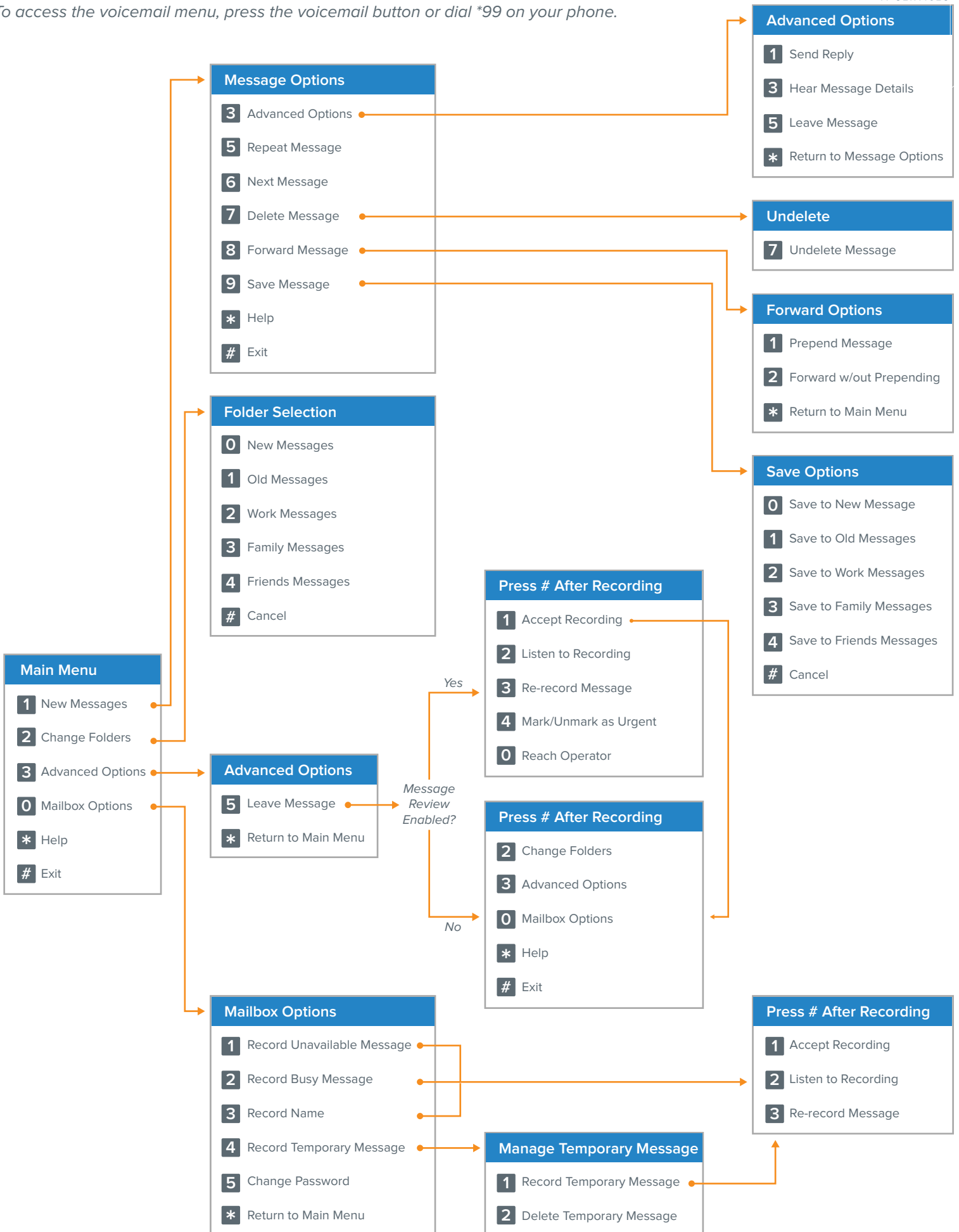


# Voicemail Menu Guide

To access the voicemail menu, press the voicemail button or dial \*99 on your phone.



## Voicemail Menu Descriptions

### Main Menu

#### Main Menu

<b>1</b>	<b>New Messages</b>	Listen to new messages. <i>While listening to a message, press * to rewind in 2 sec increments or # to fast forward in 4 sec increments.</i>
<b>2</b>	<b>Change Folders</b>	Listen to messages saved in the New, Old, Work, Family, or Friends folders.
<b>3</b>	<b>Advanced Options</b>	Leave a voice message for another internal extension.
<b>0</b>	<b>Mailbox Options</b>	Manage greetings and voicemail password.
<b>*</b>	<b>Help</b>	Repeat main menu options.
<b>#</b>	<b>Exit</b>	Exit voicemail system.

### Message Options

#### Main Menu > Message Options

<b>3</b>	<b>Advanced Options</b>	Leave a voice message reply (internal extensions only), hear message details, or leave a voice message for another internal extension.
<b>5</b>	<b>Repeat Message</b>	Replay message.
<b>6</b>	<b>Next Message</b>	Go to the next message.
<b>7</b>	<b>Delete Message</b>	Remove message permanently.
<b>8</b>	<b>Forward Message</b>	Forward message to another internal extension.
<b>9</b>	<b>Save Message</b>	Save message to a different folder (New, Old, Work, Family, Friends).
<b>*</b>	<b>Help</b>	Repeat message options.
<b>#</b>	<b>Exit</b>	Exit voicemail system.

### Advanced Options

#### Main Menu > Message Options > Advanced Options

<b>1</b>	<b>Send Reply</b>	Leave a voice message for the internal extension that left the voicemail.
<b>3</b>	<b>Hear Message Details</b>	Hear message timestamp and caller id information.
<b>5</b>	<b>Leave Message</b>	Leave a voice message for another internal extension.
<b>*</b>	<b>Return to Message Options</b>	Go back to message options.

## Undelete

Main Menu > Message Options > Undelete

<b>7</b>	<b>Undelete Message</b>	Confirm message deletion.
----------	-------------------------	---------------------------

## Forward Options

Main Menu > Message Options > Forward Options

<b>1</b>	<b>Prepend Message</b>	Add a voice message to the beginning of the forwarded message.
<b>2</b>	<b>Forward w/out Prepending</b>	Forward without adding a voice message.
<b>*</b>	<b>Return to Main Menu</b>	Go back to the main menu.

## Save Options

Main Menu > Message Options > Save Options

<b>0</b>	<b>Save to New Messages</b>	Save message in the New folder.
<b>1</b>	<b>Save to Old Messages</b>	Save message in the Old folder.
<b>2</b>	<b>Save to Work Messages</b>	Save message in the Work folder.
<b>3</b>	<b>Save to Family Messages</b>	Save message in the Family folder.
<b>4</b>	<b>Save to Friends Messages</b>	Save message in the Friends folder.
<b>#</b>	<b>Cancel</b>	Cancel save and go back to message options.

## Folder Selection

Main Menu > Folder Selection

<b>0</b>	<b>New Messages</b>	Listen to new messages.
<b>1</b>	<b>Old Messages</b>	Listen to undeleted messages or those saved in the Old folder.
<b>2</b>	<b>Work Messages</b>	Listen to messages saved in the Work folder.
<b>3</b>	<b>Family Messages</b>	Listen to messages saved in the Family folder.
<b>4</b>	<b>Friends Messages</b>	Listen to messages saved in the Friends folder.
<b>#</b>	<b>Cancel</b>	Go back to the main menu.

## Advanced Options

Main Menu > Advanced Options

<b>5</b>	<b>Leave Message</b>	Leave a voice message for another internal extension.
<b>*</b>	<b>Return to Main Menu</b>	Go back to the main menu.

## Press # After Recording

Message Review Enabled on Recipient's Line

Main Menu > Advanced Options > Press # After Recording

1	Accept Recording	Send the message to the designated internal extension.
2	Listen to Recording	Listen to the recording.
3	Re-record Message	Erase recording and re-record.
4	Mark/Unmark as Urgent	Mark/Unmark message as urgent. <i>Message is played first and URGENT is added to subject line if email notifications are enabled.</i>
0	Reach Operator	Speak with operator (must be enabled on the recipient's line).

## Press # After Recording

Message Review Disabled on Recipient's Line

Main Menu > Advanced Options > Press # After Recording

2	Change Folders	Listen to messages saved in the New, Old, Work, Family, or Friends folders.
3	Advanced Options	Leave voice message for another internal extension.
0	Mailbox Options	Manage greetings and voicemail password.
*	Help	Repeat options.
#	Exit	Exit voicemail system.

## Mailbox Options

Main Menu > Mailbox Options

1	Record Unavailable Message	Record default mailbox greeting.
2	Record Busy Message	Record secondary greeting (configured for use in a dial plan).
3	Record Name	Record your name as a mailbox greeting.
4	Record Temporary Message	Record temporary message (overrides all greetings until deleted).
5	Change Password	Change mailbox password (default 0000).
*	Return to Main Menu	Return to main menu.

## Press # After Recording

Main Menu > Mailbox Options > Press # After Recording

<b>1</b>	<b>Accept Recording</b>	Save recording.
<b>2</b>	<b>Listen to Recording</b>	Listen to recording.
<b>3</b>	<b>Re-record Message</b>	Erase recording and re-record.

## Manage Temporary Message

Main Menu > Mailbox Options > Manage Temporary Message

<b>1</b>	<b>Record Temporary Message</b>	Record temporary greeting.
<b>2</b>	<b>Delete Temporary Message</b>	Remove temporary greeting permanently.