

# Voicemail User Guide

Listen. Talk. Communicate.

## VOICEMAIL INITIAL SET UP

\*97 to reach Voicemail

Your Temporary password is the last 4 digits in your phone number.

Press 0 to access admin menu

Press 1 to record your greeting

Press 5 to change your VM password.

## HOW TO ACCESS YOUR VOICEMAIL

### Option 1

To check your voicemail from outside the office:

1. Dial phone number
2. Dial your Extension and wait for your voicemail to pick up. 3. Press the \* Key.
4. Enter your Password

### Option 2

To check your voicemail from outside the office:

1. Call your DID or have the receptionist transfer you to your extension.
2. When your voicemail greeting answers press \*
3. Enter your Password

### Option 3

To Check Voicemail from your phone:

1. Press the Voicemail/Message button or dial \*97 from your phone
2. Enter Your Password

### Option 4

To Check your Voicemail from a different phone in the office:

1. Dial \*98 from any phone
2. Enter your Extension Number
3. Enter your Password

## MAIN MENU SETTINGS:

**Press 1.** Listen to Current voicemails. (While listening to a Message you can execute the following commands.)

**Press 4 - Play Previous Message**

**Press 5 - Repeat Current Message**

**Press 6 - Play Next Message**

**Press 7 - Delete Current Message**

**Press 8 - Forward Message (1)**

**Press 9 - Save Message**

**Press # - Fast Forward 3 Seconds**

**Press \* - Rewind 3 Seconds**



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