

Voicemail Quick Reference Guide



GETTING STARTED

Log in: dial 50500, default password is 25800 then #

Record your greeting: Personal configuration [4]

Listen to messages, [1]

Save Message [9]

Delete message [7]. To delete before hearing all of it, press [33], then [7].

LISTENING AND RESPONDING [1]

Reviewing messages

- ☐ New voice messages [1]
- ☐ Saved voice messages [1] [2]
- ☐ New e-mail messages [2]
- ☐ Saved e-mail messages [2] [2]
- ☐ New fax messages [3]
- ☐ Saved fax messages [3] [2]

TIP: Use playback controls as desired (see reverse).

Forwarding a message

- ☐ At end of message [6]
- ☐ To forward message
.Without comment [1]
.With comment [2]
- ☐ When finished [#]

- ☐ Specify address
- ☐ When finished [#]
- ☐ After entering all addresses [#] [#]
- ☐ Send message [#]

Replying to a message

- ☐ At end of message
 - Reply to sender [8] [1]
 - Reply to all [8] [2]
 - Reply to sender with original [8] [3]
 - Reply to all with original [8] [4]
- ☐ Record reply
- ☐ When finished [#] [#]

Replying by calling internal caller

- ☐ At end of message [8] [8]

PRINTING A FAX OR E-MAIL [1]

Printing a message after reviewing

At the end of the message, choose:

- ☐ To print to default fax number [2] [1]
- ☐ To print to alternate fax number [2] [2]
- ☐ To print from the fax machine [2] [3]
you are using
- ☐ To send a fax to another recipient [2] [4]

Printing messages before reviewing

Print:

- ☐ All new fax messages [8] [1]
- ☐ A list of all messages in inbox [8] [2]
- ☐ A list of all new messages [8] [3]
in inbox

Choose:

- ☐ To print to default fax number [1]
- ☐ To print to alternate fax number [2]
- ☐ To print from the fax machine [3]
you are using
- ☐ To send a fax to another recipient [4]

PERSONALIZING YOUR MAILBOX [4]

Recording or changing prompts or greetings [1]

Record prompt or greeting:

- ☐ Personal greeting [1]
- ☐ Extended Absence greeting [2]
- ☐ Optional greeting 1 [3]
- ☐ Optional greeting 2 [4]
- ☐ Please Hold prompt [5]
- ☐ Name prompt [6]

If prompt or greeting is already recorded:

- ☐ Accept recording [1]
- ☐ Rerecord [2]
- ☐ Delete prompt or greeting [3]

Using special features [2]

To set:

- ☐ Find Me on or off [2] [1]
- ☐ Call Me on or off [3] [1]
- ☐ Caller requested Notify Me [4] [1]

on or off

- ☐ Automatic Notify Me [4] [2]
- ☐ Call screening [5]
- ☐ Intercom paging [7]

To review active options [9]

Changing call handling [3]

Choose:

- ☐ Block all incoming calls [1]
- ☐ Prompt when extension [2]
not answered
- ☐ Prompt when extension busy [3]

Select:

- ☐ Optional greeting 1 [1]
 - ☐ Optional greeting 2 [2]
- To review active options [8]
To return to normal call handling [9]

RECORDING AND SENDING [2]

Creating a new voice message

- ☐ Record message
- ☐ When finished [#]
- ☐ Enter destination address, followed by [#]
- ☐ After entering all addresses [#] [#]
- ☐ Specify delivery options (see below)
- ☐ Send [#]

To cancel recording [*]

To spell name [#]

Delivery options

- ☐ Send immediately [#]
- ☐ Mark as priority/not priority [2]
- ☐ Mark for future delivery [4]
- ☐ Mark as private [5]

CALL ANSWERING

When answering Find Me, Call Me, or screened calls:

- ☐ To accept a call [#]
- ☐ To reject a call [1]
- ☐ To replay a Find Me or Call Me message [3]

Setting a default fax number [4]

Enter the new telephone number

- ☐ Confirm [1]
- ☐ Change [2]

Recording or changing announcements [5]

Enter the announcement number

OR

If announcement is already recorded:

- ☐ Accept recording [1]
- ☐ Rerecord [2]
- ☐ Delete announcement [3]

Managing personal distribution lists [6]

- ☐ Create list [1]
- ☐ Edit list [2]
- ☐ Delete list [3]
- ☐ Review active lists [4]

Changing your password [9]

- ☐ Enter new password, followed by [#]
- ☐ Reenter new password, followed by [#]

SHORTCUTS

Bypass welcome greeting [#]

When reviewing messages, skip:

- ☐ From New to Saved to Deleted [#] [#]
- ☐ To start of message [1] [1]
- ☐ To end of message [3] [3]

GENERAL TIPS

Pressed the wrong key?

To cancel or back up, press [*]

Go back to Main menu?

Press [*] repeatedly until you hear .Main menu..

Exiting your mailbox

Return to the Main menu, and press [*] again, or hang up.

Want to hear the menu again?

While listening to a menu, press [0]

NOTE: *Your system may not support all features. For more information, check with your system administrator.*