



Voicemail Instructions:

ACCESSING VMAIL FROM YOUR PHONE*

1. Press the Messages button (blue) on your phone.
2. Press the connect button (soft key)
3. When prompted, enter your password.
4. If you have messages, you will be prompted to press 1 to play messages.
5. While listening to messages, you have these options:

Options while reviewing message	Options after reviewing message
1. Press <input type="text" value="1"/> to rewind 10 seconds	1. Press <input type="text" value="3"/> for advanced options
2. Press <input type="text" value="2"/> to pause, press <input type="text" value="2"/> to resume	2. Press <input type="text" value="4"/> to replay message
3. Press <input type="text" value="3"/> to fast forward 10 seconds	3. Press <input type="text" value="5"/> to hear the envelope
4. Press <input type="text" value="4"/> to replay message	4. Press <input type="text" value="6"/> to forward the message to another user
5. Press <input type="text" value="5"/> to hear the envelope	5. Press <input type="text" value="7"/> to delete current message
6. Press <input type="text" value="6"/> to forward the message to another user	6. Press <input type="text" value="8"/> to reply to current message
7. Press <input type="text" value="7"/> to delete current message	7. Press <input type="text" value="9"/> to save the current message
8. Press <input type="text" value="8"/> to reply to current message	8. Press <input type="text" value="#"/> to go to next message
9. Press <input type="text" value="9"/> to save the current message	9. Press <input type="text" value="*"/> to return to main menu
10. Press <input type="text" value="#"/> to skip to next message	
11. Press <input type="text" value="*"/> to return to main menu	

GREETINGS

1. Access your voicemail via the above, 1-3.
2. When you are prompted to press 1 for messages, 2 for folders and 3 for advanced options, Press 0 to go to mailbox options.
3. Here you have these options:

Mailbox options	Voicemail Indicators
1. Press <input type="text" value="1"/> Record your unavailable message	1. Red Light on Phone Blinking
2. Press <input type="text" value="2"/> Record your busy message	2. Email will arrive with sound file attached so you can listen on your PC or on your PDA device. However, to delete or manage the voicemail message you must log into the voicemail system.
3. Press <input type="text" value="3"/> Record your name	
4. Press <input type="text" value="4"/> Change your password	
5. Press <input type="text" value="5"/> Go back to the main menu	

* You may access voicemail from outside the office by pressing your company code when listening to your greeting