#### **Access Voice Mail**

Press Voice Mail Button



Enter your Password X X X X #

#### Main Menu

- New & Reviewed Message Menu
- 2 Archived Messages Menu
- 3 Send A Message Menu
- 4 Greetings Menu
- Mailbox Settings
  (Passwords, Notification)
- O Un-Delete Messages Menu
- Manage Lists and Folders Menu (Distribution Lists, Archive Folders)
- \* Exit Subscriber Mode
- 9 Disconnect

# 1 /2 New, Reviewed, & Archived Message Menu

- 1 Delete Message
- 2 Archive Message
- 3 Skip (Save as Reviewed)
- 4 Rewind
- # 4 Replay Message
  - 5 Pause
- # 5 Forward Message
  - 6 Fast Forward
- # 6 Send Reply to Message
- 7 Increase Volume \* Decrease Vol.
- 8 Speed-up O Slow-down
- #8 Message Info
- # 9 Hang Up
- # \* Return to Previous Menu

## 3 Send a Message Menu

- Enter destination mailbox or press \* , followed by a Distribution List number.
- Press # to begin recording your message.
- $\bullet$  Press # to end the recording. Then:
  - Send Message (& return to main menu)
  - 2 Mark as Urgent
  - 3 Mark as Private
  - 4 Request Return Receipt
  - S Review Message
  - 6 Add to your message
  - Re-record Message
  - 9 Mark as Priority Message
    - Return to Main Menu (without Sending)

#### 4 Greetings Menu

- Re-record Current Greeting,
  (or activate another greeting in its place)
- 2 Change Name / Extension Greeting
- 3 Re-record greetings (2 through 9)
- \* Return to Main Menu

# 5 Mailbox Settings Menu

- 4 Change Password
- \* Return to Main Menu

### **6 Un-Delete** (within 24 hours)

While the message is playing, press # to hear recovery options.

- Skip to the Next Message (without recovery)
- 2 Recover Message
- Return to Main Menu

#### 7 Lists and Folders Menu

- 1 **Distribution List Maintenance** (enter list number 1-9)
  - 1 Review Current List
  - 2 Add a mailbox
  - 3 Delete a mailbox
  - 4 Record a name for the List
- 2 Archive Folder Maintenance (enter folder number 1-9)
  - 1 Record Folder Name
- Return to Main Menu

<u>Note:</u> Some features are available based on Mailbox Class Of Service. Not all features are available to all subscribers. See your system administrator for details.



- Power User TipsPress# to skip through a mailbox greeting to the 'beep'.
- Press# at the end of anextension or mailbox number to speed your command.

Voice Mail System Phone Number:		
Your (mailbox) number:		
Your Password:		
Lists		
List # List Members		

Archive Folders		
Folder #	Name	
1		
2		
3_		
5		
6		
7		
9		





# **NT Based Voice Mail**





