

# Voicemail Instructions

## Accessing Voicemail

From Your Phone

From Another Office Phone

From Outside the Office

Dial \*97 (or Voicemail Button)

Dial \*98, at Prompt Enter Your Extension Number

Dial \* During Voicemail Greeting

Enter Password

Main Menu

Dial \* For Help

Dial # to Exit

Dial 1 for Current VM

Dial 2 to Change VM Folders

Dial 3 for Advanced Options

Dial 4 for Mailbox Options

(Available Commands while Listening)

4 - Play Previous Message

5 - Play Current Message

6 - Play Next Message

7 - Delete Current Message

8 - Forward Message

9 - Save Message

# - Fast Forward 3 Seconds

\* - Rewind 3 Seconds

(Change Folder Commands)

0 - Change to New Messages

1 - Change to Old Messages

2 - Change to Work Messages

3 - Change to Family Messages

4 - Change to Friends Messages

\* - Cancel

(Available Commands)

4 - Place Outgoing Call

5 - Leave Voicemail to User

\* - Return to Main Menu

(Available Commands)

1 - Record Unavailable Greeting

2 - Record Busy Message

3 - Record Your Name

4 - Record Temporary Message

5 - Change Password

\* - Return to Main Menu