

**Accessing Voicemail**

- Dial \*98 (or press “Messages” button)
- Enter access code and then press #
- New messages are played automatically. If no new messages present then main menu options will be presented

**Main Menu**

The following options are available at the voicemail main menu:

- 1 - Listen to new messages
- 2 - Listen to saved messages
- 5 - Advanced options
- # - Exit voicemail

**Options While Listening a Message**

The following options are available while actively listening to a message:

- 0 - Repeat message
- 1 - Skip to previous message
- 3 - Skip to next message
- 4 - Rewind
- 6 - Fast-forward
- 7 - Delete
- 8 - Forward message to another user
- \* - Skip date/time stamp at beginning of message

Skipping a new message will leave the message as “new”

**Options Available After a Message Has Been Played**

The following options are available immediately after listening to a message:

- 1 - Listen to the message again
- 2 - Save message
- 5 - Return call immediately
- 7 - Delete message
- 8 - Forward message to another user

**Advanced Options Menu**

The following options are available in the advanced options menu:

- 1 - Record greeting
- 2 - Choose greeting
- 3 - Record name
- 6 - Change password
- 0 - Return to main menu

**Choosing a Greeting**

You may pre-record up to nine different greetings. After recording the greeting, set it active with the “choose greeting” option. Additionally, if you have find-me/follow-me enable on your extension you may customize which greeting to play based on caller ID or time of day. For example, during business hours you could have greeting 1 and after hours could be greeting number 2.

**Leaving Voicemail Messages**

- Dial \*\* + extension number to leave a voice message for another user
- Press # to skip the user’s outgoing greeting
- While recording, press any key to stop recording

After recording the following options are available:

- 1 - Listen to recording
- 2 - Save recording
- 3 - Re-record
- # - Continue

- After saving the recording press \* to mark the message “urgent”

