



## Voice Mail Users Guide

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Press the envelope or voicemail key or dial \*98 on your phone & enter your pass code which is set to your extension #

### To Setup Your Voice Mailbox

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1. When prompted, enter your temporary pass code
2. Hit 0. Dial 5 to change your password. Once you have to enter it, and then enter it again when prompted. It cannot be less than 3 numbers and cannot be more than 5.
3. Hit 1 to record your greeting. Follow the prompts. This will be your outgoing message.

### Voice Mail Main Menu

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1. Enter your pass code when prompted
2. Follow the voice prompts for the desired voice mailbox function.
  - a. Press **1** to listen to new messages
  - b. Press **0** to change mailbox options
  - c. Press **#** to exit (or just hang up)

### Retrieve Voice Mail Messages

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- Follow steps 1-2 from Voice Mail Main Menu Above and press **1** to retrieve your messages.
- Press (5) to Play the current message again
- Press (9) to Save the message
- \* Note: You must keep or discard the current message in order to play the next message
- Press (7) to Delete the message

### While Listening to your message, you can

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- Press **0** to Pause your message
- Press **0** to resume playing
- Press \* to rewind 3 seconds
- Press # to fast forward 3 seconds
- Press **6** to skip to the next message. The skipped message will remain unplayed
- Press **4** to skip to the previous message.

### User Options

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- Follow steps 1-3 from Voice Mail Main Menu above and press **0** to change User Options
- Press (1) to change your Greeting
- Press (3) to change your Name Tag
- Press (5) to change your Pass Code (3-5 digits – cannot be sequential)
- Press (\*) to exit User Options

Once you have recorded a new Greeting or Name Tag you can:

- Press (2) to Review your new Recording
- Press (3) to Discard it and re-record
- Press (1) to save your recording and exit to the main menu

For technical support or questions please contact our customer service team @ 1-877-877-4799.