



Voicemail System Instructions

Press the "Message" button on your phone. (it has an envelope icon)

Or, dial * + <your extension>

Then, enter your voicemail password when prompted

Main Menu Options:

1. new/old messages (* = rewind; # = fast fwd.)
2. change folders
 0. new
 1. old
 2. work
 3. family
 4. friends
 - *. help
 - #. exit
3. advanced options
 1. leave msg. for another user
 - *. return to main menu
0. mailbox options
 1. record unavailable greeting
 2. record busy greeting
 3. record name
 4. record temporary greeting
 5. change password
 - *. return to main menu
 - *. help
 - #. exit

Mailbox Options after listening to a message:

3. advanced options
 1. send reply
 3. hear envelope (date/time, phone number of caller)
 5. leave msg. for another user
 - *. return to main menu
5. repeat current msg.
6. play next msg.
7. delete
8. forward to another user
9. save to folder
 0. new
 1. old
 2. work
 3. family
 4. friends
 - *. help
 - #. exit