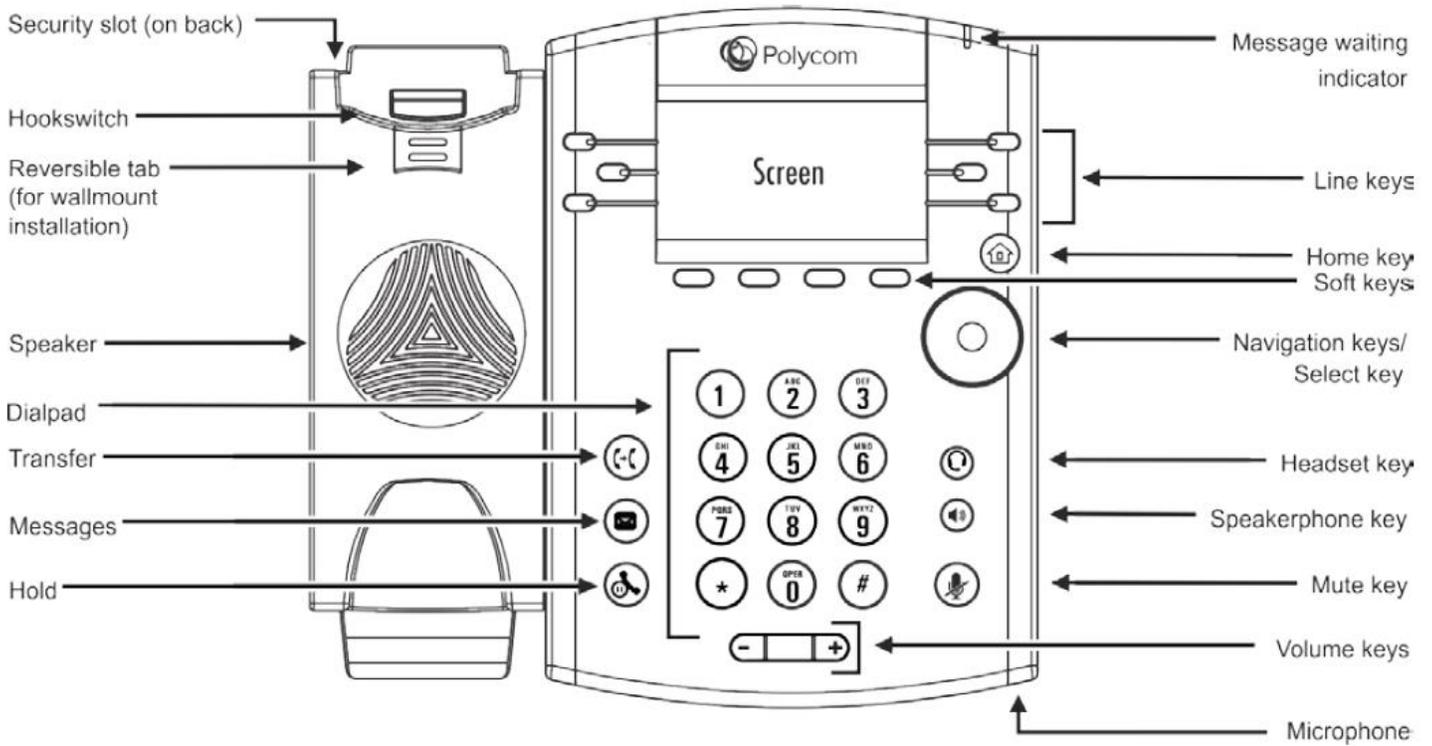




Telephone



Voicemail Directions

Calling Voicemail from your extension:

Press the "Message" key, or dial * and your extension then press the "Dial" key. (The default password is your extension number).

Note: you must change the password to be other than your extension, otherwise the voicemail system will continue to ask you to change the password each time you call in.

Quick Transfer to Voicemail:

With the caller on the line, press the "Transfer" softkey, then dial the extension plus *, Press "Dial", than hang up.

Accessing Voicemail from outside the company:

Call your main number, when the auto attendant answers dial * and your extension. Follow prompts to retrieve your voicemail.



Voice Mail Menu

Voicemail TOP MENU	SUB MENU	SUB MENU
1= Listen to messages	Listen to Messages 3 = Advanced Options 5= Repeat current message 7= Delete current message 8= Forward current message to another user 9= Save message to a folder *=Help (replay current menu) #= Exit Voicemail System	Advanced Options Sub menu 1= Send reply to current message 3= Listen to current message envelope 5= Leave a message *= Return to main menu
2= Change Folders	Change Folders 0= New message folder 1= Old message folder 2= Work message folder 3= Family message folder 4= Friend message folder	Once a folder is chosen you will be taken directly to the Top Menu.
3= Advanced Options	Advanced Options 1= Send reply to current message 3= Listen to current message envelope 5= Leave a message *= Return to main menu	1= Enter an Extension 2= Use the Directory
0= Mailbox Options	Mailbox Options 1=Record Unavailable message 2= Record Busy Message 3= Record Name 4= Manage temporary Message 5= Change Password *= Return to main menu	Recording messages: Record message then press # 1= Accept your recorded message 2= Listen to your recorded message 3= Re-Record your message
*= Help (Replay current menu)		
#= Exit Voicemail System		

