

Log inFrom your own phonePress the button to right
of Voicemail messageFrom another phoneDial 101
Press #From outsideDial main number
Press #

Enter your extension

Enter your PIN
Press #**Main menu**

Press	To
1	Listen to inbox messages
2	Listen to saved messages
3	Listen to deleted msgs
4	Send a msg
5	Voicemail options
8	Log off
0	System-wide welcome
*	Replay this menu

Voicemail options

Press	To
1	Record greetings
2	Record name
3	Select greeting
4	Empty deleted msgs
*	Cancel

Log off

Press	To
*	Cancel the current activity
*	(Repeat to return to Main menu)
8	Log off

or just hang up!

Message menu

Press	To
1	Play msg info
2	Replay
3	Save / Restore to Inbox
4	Delete / Delete permanently
5	Forward
#	Play next msg
*	Cancel

Shortcut!

No need to listen to an entire menu or message --go ahead and press the button for what you want to do next.

Record comments

Press	To
1	Include comments
2	Forward without
*	Cancel

Record greeting menu

Press	To select
1	Standard
2	Out of office
3	Extended absence
*	Cancel

To record

- Record
- Press #

Recording menu

Press	To
1	Play back recording
2	Accept recording
3	Delete and rerecord
*	Cancel

Select active greeting menu

Press	To
1	Listen to all greetings
2	Choose Standard
3	Choose Out of office
4	Choose Extended absence
5	Choose default
*	Cancel

Forward to:
Enter extension