

# Your CCI Voicemail at a Glance

Follow the instructions from left to right to access the most basic functions of your CCI Voicemail.

### Call Voicemail

**Dial \*97**

The system will prompt you for your password.

*If this is your first time signing in use "2222" as your password.*

### Main Menu

- 1** Listen to Messages
- 2** Change Folder
- 3** Advanced Options
- 0** Mailbox Options

### Listening to Messages

Play Previous	<b>4</b>	Forward	<b>8</b>
Repeat	<b>5</b>	Save Message	<b>9</b>
Play Next	<b>6</b>	Fast Forward	<b>#</b>
Delete Message	<b>7</b>	Rewind	<b>*</b>

### Changing Folders

New Messages	<b>0</b>	Family Messages	<b>3</b>
Old Messages	<b>1</b>	Friends Messages	<b>4</b>
Work Messages	<b>2</b>	Cancel	<b>*</b>

### Advanced Options

Place Call	<b>4</b>
Leave Voicemail	<b>5</b>
Main Menu	<b>*</b>

### Mailbox Options

Record Message	<b>1</b>	Record Temp. Message*	<b>4</b>
Record "Busy" Message	<b>2</b>	Change Password	<b>5</b>
Record Name	<b>3</b>	Main Menu	<b>*</b>

### Recording Options

Accept Recording	<b>1</b>
Review Recording	<b>2</b>
Re-Record	<b>2</b>

Login to the online phone portal to review all your voicemails and calls here:

[voip-cci.racknine.net/ucp/](http://voip-cci.racknine.net/ucp/)