



Quick Start VoiceMail Guide

Enter VoiceMail:

* 9 8

The system will prompt you for a password (if the password has been enabled).

Enter your assigned password (first time users, use the last four digits of your phone number).

Main Menu

- Review Messages 1
- Change Folders 2
- Mailbox Options 0
- Help *
- Exit #

Review Messages:

- Previous Message 4
- Repeat Message 5
- Play Next Message 6
- Delete/Undelete Message 7
- Forward Message 8
- Save Message 9
- Rewind Msg 10 Sec *
- Fast Forward Msg 10 Sec #

Change Folders:

- New Messages 0
- Old Messages 1
- Work Messages 2
- Family Messages 3
- Friends Messages 4
- Cancel #

Mailbox Options:

- Record Unavail Greeting 1
- Record Busy Greeting 2
- Record Your Name 3
- Record Temp Greeting 4
- Change Password 5
- Return to Previous Menu #

Forward Message:

- Record Message Followed by the # Key
- Accept the Recording 1
- Listen to the Recording 2
- Re-record the Message 3

Save Message:

- New Messages 0
- Old Messages 1
- Work Messages 2
- Family Messages 3
- Friends Messages 4
- Cancel #

Recording Options:

- Accept the Recording 1
- Listen to the Recording 2
- Re-record Message 3

Change Password:

- Enter New Password
- Re-enter New Password
- Password is now changed