

Reference Sheet

Voicemail

To access Personal Voicemail Box:
Dial *97 OR Hit the **Message** button on your phone.

To access a General Voicemail Box or a Separate User's Mailbox:
Dial *98 and enter the mailbox number and password once prompted.

To access VM from an external phone:
Dial in until you hear the VM greeting and hit *, then enter in password.
By default, all voicemail passwords are set to 1234.

Main Menu Options

- Press 1 for **New Messages**
- Press 2 to **Change Folders**
- Press 3 for **Advanced Options**
- Press 0 for **Mailbox Options**

Change Folder Menu *(Option 2 from Main Menu)*

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

New Messages Menu *(Option 1 from Main Menu)*

- Press 3 for Advanced Options
 - Press 1 to Send a Reply
 - Press 3 to Hear Message Envelope
 - Press 5 to Leave Message
 - Press * to Return to Main Menu
- Press 5 to Repeat Message
- Press 7 to Delete Message
- Press 8 to Forward Message
- Press 9 to Save Message
- Press * for Help
- Press # to Cancel

Advanced Menu Options *(Option 3 from Main Menu)*

- Press 5 to Leave a Message
- Press * to Return to Main Menu

Mailbox Options *(Option 0 from Main Menu)*

- Press 1 to Record Unavailable Message
- Press 2 to Record Busy Message
- Press 3 to Record Name
- Press 4 to Record Temporary Greeting
- Press 5 to Change Password
- Press * to Return to Main Menu

Helpful Hint: If you need to fast forward or rewind during a message, simply press the * key (rewind) or the # key (fast forward).