

Voicemail - Telephone User Map

Note: Depending on the way your system is set up, some options may not be available. You will not be prompted if the option is not available.

From inside your organization

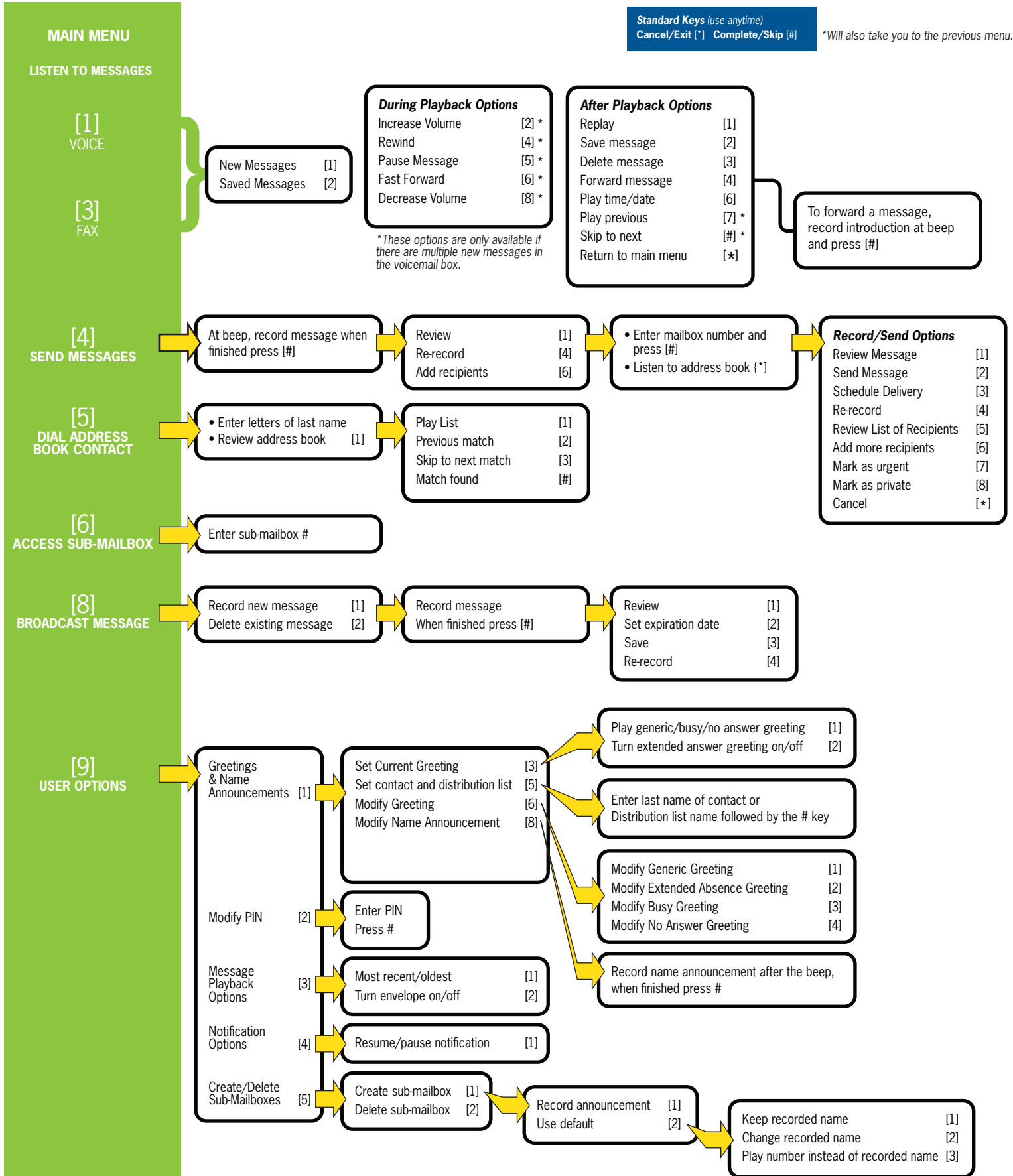
- Call the General Access Number
- Enter your PIN followed by [#]

From outside your organization

- Call the General Access Number
- Press[#] to indicate that you are a subscriber

Standard Keys (use anytime)
 Cancel/Exit [*] Complete/Skip [#]

*Will also take you to the previous menu.



During Playback Options

- Increase Volume [2] *
- Rewind [4] *
- Pause Message [5] *
- Fast Forward [6] *
- Decrease Volume [8] *

After Playback Options

- Replay [1]
- Save message [2]
- Delete message [3]
- Forward message [4]
- Play time/date [6]
- Play previous [7] *
- Skip to next [#] *
- Return to main menu [*]

To forward a message, record introduction at beep and press [#]

*These options are only available if there are multiple new messages in the voicemail box.

Record/Send Options

- Review Message [1]
- Send Message [2]
- Schedule Delivery [3]
- Re-record [4]
- Review List of Recipients [5]
- Add more recipients [6]
- Mark as urgent [7]
- Mark as private [8]
- Cancel [*]