

YOUR LOGO GOES HERE

VoiceMail Quick Reference

To access voicemail, press the message key on your phone, or dial *98 from your phone.

From outside, call your extension and press * during your greeting.

VOICEMAIL ACCESS

CODE	DESCRIPTION
*PIN#	Login once Greeting Plays
1	Play Messages
2	Play Saved Messages
5	Change Settings

VOICEMAIL ACTIONS

CODE	DESCRIPTION
1	Save Message
2	Replay Message
3	Forward Message
7	Delete Message
0	Return to Main Menu

VOICEMAIL SETTINGS

CODE	DESCRIPTION
1	Record Mailbox Greeting
2	Record Name
3	Change Password
4	Record and Use Temp Greeting
5	Delete Temp Greeting and Restore Normal Greeting
0	Return to Main Menu

GREETING ACTIONS

CODE	DESCRIPTION
1	Save Greeting
2	Listen to Greeting
3	Re-Record Greeting