**Voicemail Quick Reference**

YOUR LOGO GOES HERE

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 ACTIONS |
| Code | **DESCRIPTION** |
| 1 | Save Message |
| 2 | Replay Message |
| 3 | Forward Message |
| 7 | Delete Message |
| 0 | Return to Main Menu |

|  |
| --- |
| VOICEMAIL ACCESS |
| Code | **DESCRIPTION** |
| \*PIN# | Login once Greeting Plays |
| 1 | Play Messages |
| 2 | Play Saved Messages |
| 5 | Change Settings |

|  |
| --- |
| 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 |