**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.

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

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

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| 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 |

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| GREETING ACTIONS | |
| CODE | **DESCRIPTION** |
| 1 | Save Greeting |
| 2 | Listen to Greeting |
| 3 | Re-Record Greeting |