

VOICEMAIL NAVIGATION

Voicemail Main Menu (Press the number on the Main Menu that corresponds with the action you want to take.)

1 Listen to Messages

Playback/End of Message Options

- 1 Replay
- 2 Save Message
- 3 Delete Message
- 5 More Options
 - 1 List options
- 2 Reply** —————
- 3 Forward** —————
 - 0 Help
 - * Go back to previous
- 6 *Pause/Resume†*
- 7 *Rewind 10 secs.†*
- 8 Next
- 9 *Fast Forward 10 secs.†*
- 0 Help
- * Go to Main Menu

Reply to Message

- 1 Send
- 2 Review
- 3 Record Again
- 4 Delivery Options** —————
- 5 Add Recipients

Delivery Options

- 1 Private
- 2 Urgent

Forward Message

- 1 Forward
- 2 Review
- 3 Record Again
- 4 Delivery Options** —————

Delivery Options

- 1 Private
- 2 Urgent

†Options shown in italics are only available during voicemail playback.

2 Greeting

Greetings

- 1 Personal Greeting
- 2 Voice Signature
- 3 Extended Absence Greeting —————

Extended Absence Greeting Options

- 1 Allow Voicemails
- 2 Don't Allow Voicemails

3 Settings & Features

Settings & Features

- 2 Message Waiting Indicator
- 3 Change PIN Password
- 4 Remote Access Alerts
- 6 Distribution Group List** —————
- 7 Change Language
 - US English
 - US Spanish
- 0 Help
- * Go to Main Menu

Distribution Group List Options

- 1 Create Distribution List
- 2 Edit Distribution List
- 4 Review Distribution List
- * Go to Previous

5 Send Message

Send Message

- 1 Send
- 2 Review
- 3 Record Again
- 4 Delivery Options** —————
- 5 Add More Recipients
- 0 Help
- * Cancel Send Message

Delivery Options

- 1 Private
- 2 Urgent

6 Review Deleted Messages

0 Help

Global Commands

- 0 Help *(Repeat the local menu options)*
- * Cancel/Back up
- ** Go back to Voicemail Main Menu

