

Quick Reference Guide

Business Voicemail



Main Menu

- 1 Review Messages
- 2 Send Messages
- 3 Mailbox Settings
- 4 Log in to another mailbox
- 5 Deleted Messages
- 6 Greetings

Note: Before you can use your mailbox, you must complete mailbox set-up. Call 1-877-VMESSAGE (863-7724) or #55 from your business phone which has voice messaging service and follow the instructions. Menu selections will vary depending on your voicemail service.

Based on your network configuration, Centrex customers will not be able to use #55.

Global Keys

- * Cancel or Up a Menu
- 8 Pause/Resume
- 9 Edit Voicemail
- 0 Helpful Hints

1 Review Messages

Options During Any Message Play

- 1 Repeat
- 77 Back up 5 Seconds
- # Pause/Resume
- 88 Forward 5 Seconds
- 8 Skip to Next Message

Options After Message is Played

- 1 Repeat
- 2 Save
- 3 Delete
- 4 Forward
- 5 Reply
- 6 Create New Message
- 11 Previous Message

2 Send Messages

Enter a Mailbox number or Group List number, then #

- * Cancel Previous Address
- # End Addressing

3 Mailbox Settings

See page 2

Record Message, then #

5 Deleted Messages

Options After Playing a Deleted Message

- 1 Repeat
- 2 Restore
- 3 Delete
- 4 Forward
- 5 Reply
- 6 Create New Message
- 11 Previous Message

- 1 Delivery Options
- # Send

Delivery Options

- 1 Review
- 2 Urgent
- 3 Private
- 4 Delivery Report
- 5 Read Report
- 7 Add/Remove Recipient
- # Send

6 Greetings

- 1 Personal
- 2 Extended Absence
- 3 System/Name
- 4 Group
- 5 Busy
- 6 Out of Office Greetings/Hours
- 9 Forwarded Calls

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Business Voicemail



Mailbox Settings

- 1 Greetings
- 2 Security
- 3 Notifications
- 4 Group/Distribution Lists
- 5 Time Saver Options
- 6 Extension Mailboxes
- 7 Additional Options

1 Greetings

- 1 Personal
- 2 Extended Absence
- 3 System/Name
- 4 Group
- 5 Busy
- 6 Out of Office Greeting/Hours
- 9 Forwarded Calls

5 Time Saver Options

- 1 Auto Play of Voice Messages
- 2 Auto Play of Urgent Messages
- 3 Voicemail Preferences

2 Security

- 1 Change PIN
- 2 Fast Login
- 3 Skip PIN

6 Extension mailboxes

- 1 Enable Extension
- 2 Disable Extension
- 3 Add Extension
- 4 Delete Extension

3 Notifications

- 1 Message Waiting Indicator
- 2 Pager

7 Additional options

- 2 Transfer to Attendant
- 4 Language Selection
- 7 Find Me – Follow Me with Call Transfer Settings

Global Keys

- ★ Cancel or Up a Menu
- 8 Pause/Resume
- 9 Edit Voicemail
- 0 Helpful Hints

4 Group/ Distribution Lists

- 1 Add List
- 2 Edit/Delete List
- 3 Review Lists

7 Find me – Follow Me with Call Transfer Settings

- 1 Find Me – Follow Me
- 2 In-Call Call Transfer

1 Find Me – Follow Me

- 1 Turn On/Off
- 2 Find Me – Follow Me Numbers
- 3 Greetings
- 4 Set Caller Record Name
- 5 Sequential or Simultaneous Ring

2 In-Call Call Transfer

- 1 Call Transfer Numbers
 - 1 Wireless Numbers
 - 2 Alternate Numbers