



Checking your voicemail box from a phone on site

1. Press the Messages Button, or dial *(star) and Your extension
2. Enter your password + “#” (Default is 0000)
3. Follow the prompts

MAIN MENU OPTIONS:

1. **new/old messages** (*-asterisk=rewind; #=fast fwd.)

2. **change folders**

3. **advanced options**

1. leave msg. for another user

*. return to main menu

0. **mailbox options**

1. record unavailable greeting

2. record busy greeting

3. record name

4. record temporary greeting

5. change password

*. return to main menu

*. **help**

#. **Exit**

Mailbox Options after listening to a message:

3. **advanced options**

1. send reply

3. hear envelope (date/time, phone number of caller)

5. leave msg. for another user

*. return to main menu

5. **repeat current msg.**

6. **play next msg.**

7. **delete**

8. **forward to another user**

9. **save to folder**

0. new

1. old

2. work

3. family

4. friends

*. **help**

#. **exit**