

Voicemail User Guide

Listening to Messages

When you receive a voicemail, a green flashing envelope icon will appear on the top right corner of your phone. To access your mailbox:

1. Press the **envelope button** on your phone
2. Enter your password (default: **1379**)
3. Press the **#** key to confirm
4. Listen to your voicemails

Mailbox Administration

To change your mailbox password or greeting:

1. Access your mailbox by pressing the **envelope button**
2. Press **0** to enter the administration menu
3. Select an option: Press **1** to record your unavailable greeting or Press **5** to change your password

Voicemail to Email

You can have voicemails forwarded to your email. When enabled, the phone system will send you an email with an audio file attachment of the voicemail.

Available Options:

- Phone Only: Alert your phone only
- Phone and Email: Alert your phone and send you an email
- Email Only: Send email only (phone receives voicemail if email fails)

Important: If you enable phone and email notifications, messages must still be listened to and deleted from your phone, even if you have already listened to them in your email.

Please contact your administrator to enable or disable the voicemail to email feature.

Voicemail Menu Reference

Main Menu	Sub-Menu 1	Sub-Menu 2
1 – New Message	3 – Advanced Options	1 – Send a reply
		2 - Call the person who sent this message
		3 - Hear the message envelope
		4 - Leave a message
		* - Return to the main menu
	5 - Repeat the current message	
	7 - Delete this message	
	8 - Forward the message to another use	
	9 – Save	
	* - Help	
	# - Exit	
2 – Change Folders	0 - New messages	
	1 - Old messages	
	2 - Work messages	
	3 - Family messages	
	4 - Friend messages	
	# - Cancel	

3 – Advanced options	1 - Send a reply	
	2 - Call the person who sent this message	
	3 - Hear the message envelop	
	4 - Leave a message	
	* - Return to the main menu	
0 – Mailbox options	1 - Record your unavailable message	1 - Accept this recording
		2 - Listen to it
		3 - Re-record your message
	2 - Record your busy message	1 - Accept this recording
		2 - Listen to it
		3 - Re-record your message
	3 - Record your name	1 - Accept this recording
		2 - Listen to it
		3 - Re-record your message
	4 - Record temporary greeting	1 - Accept this recording
		2 - Listen to it
		3 - Re-record your message
	5 - Change your password * - Return to the main menu	