Voicemail Access

	Dial
From your extension →	555
From another extension →	500

From an outside line:
dial your phone number and press **#** during greeting

Main Menu *

Review Messages	Change Greeting	Change User Preference	Change Forwarding Rule	Set a Specific Greeting
1	*** 2**	*** 3**	*** 4**	*** 5**

Misc. Options

*	**6**	Announce Only Mode On/Off
*	**9**	Exit Voicemail

Review Messages

	Press
New messages —	1
Old messages —	2
Group messages —	3

* Go to main menu

Review Messages - 1 or 2

	Press
Replay —	1
Next/Save —	2
Delete —	3
Call back —	5
More options —	0

* Return to previous menu

More Options - 0

	Press
Message Information —	1
— External or internal	
— Priority type	
— From caller ID or extension	
— Timestamp	
Forward to extension —	2
Call back —	3

* Return to previous menu

Group Messages - 3

	Press
Select group —	#

* Return to previous menu

Record Greeting

	Press
First/Last name —	1
Internal —	2
External —	3
After hours —	4
Lunch time —	5
Meeting —	6
Weekend —	7
Vacation —	8
Exit Voicemail —	9

* Return to previous menu

Change Greeting - 2

	Press
Review —	1
Record —	2
Delete —	3
Exit Voicemail —	9

* Return to previous menu

Change User Pref.

	Press
Password —	1
Call waiting —	3
Busy handling, Ring no answer handling, Internet outage routing —	4
Email notification —	6
Exit Voicemail —	9

* Return to previous menu

Change User Preference - 4

	Press
Busy handling —	1
Ring no answer handling —	2
Internet Service outage routing —	3

* Return to previous menu

Change Forwarding Rule

	Press
Listen to rule —	1
Set current call as forwarding rule * —	2
Set rule —	3
Delete rule —	4
Exit Voicemail —	9

* Return to previous menu

Set a Specific Greeting

	Press
Business hours —	1
After hours —	2
Lunch time —	3
Meeting —	4
Weekend —	5
Vacation —	6
Greeting in use —	0
Exit Voicemail —	9

* Return to previous menu

* Takes the number from the Caller ID you are dialing in on and *immediately* sets it as your call forwarding number.