


# Voice Mail Pocket Guide



Cut across. Fold on vertical lines.

|  |   |  |          |   |          |
|--|---|--|----------|---|----------|
| <b>INSTRUCTIONS</b>  | <br><br><b>Voice Mail<br/>Pocket Guide</b> | <b>LISTEN TO MESSAGES</b>  | <b>1</b> | <b>SEND A MESSAGE</b>   | <b>2</b> |
| Use each feature's corresponding touch-tone numbers to initiate the command.   |   | <b>WORK WITH GREETINGS</b>   | <b>3</b> |   |          |
| <b>OTHER USEFUL COMMANDS</b>   |   | <u>While listening to a message</u><br>Replay..... 1<br>Save..... 2<br>Delete..... 3<br>Forward Message..... 5<br>Rewind (9 seconds)..... 7<br>Pause/Resume..... 8<br>Fast Forward (9 seconds)..... 9<br>Go to End of Message..... # |          | Personal..... 1<br>Alternate..... 2<br>Not Accepting Messages..... 3<br>Generic Greeting..... 4<br>Change Recorded Name..... 5  |          |
| Cancel/Previous Menu..... *7<br>Good-bye..... *6<br>Help..... 0  |   | <u>After listening to a message</u><br>Play Message Header..... 8<br>Access Deleted Message..... 9<br>Repeat Menu Options..... 0<br>Go to Next Message..... #  |          | <b>VOICE MAIL ACCOUNT OPTIONS</b>   | <b>4</b> |
| To access your voice mail, dial the access number (assigned by your administrator) or your direct number. When you hear a message, press * or follow the voice mail prompts. |   |  |          | Change PIN/Password..... 1<br>Target Attendant..... 2<br>Message Headers On/Off..... 3<br>Distribution Lists..... 5<br>Review Lists..... 1<br>Create Lists..... 2<br>Delete Lists..... 3<br>Working with Existing List..... 4 |          |
| <b>My Voicemail Access Number is:</b><br>_____   |   |  |          |   |          |