

Voicemail Instructions



Message Menu Move to First Message **Folders List Folders Main Menu** 2 Change Folder List of folders in which 1 Urgent Messages 1 Play Messages messages are present Use Message 2 New Messages Envelope 2 Change Folder Move to 3 Work Messages 0 Mailbox Options Previous Message **Mailbox Options** 4 Family Messages 5 Replay Message Access Your Voicemail: Change to 5 Friend Messages Move to Next Unavailable Greeting Message V Dial the voicemail access code 6 Customer 1 Messages 2 Change to Busy (*1 by default) or press the 7 Delete & Undelete Greeting Voicemail Function Key. 7 Customer 2 Messages if your telephone forwards to a 8 Move to Folder Change to mailbox, you'll be logged in Temporary Greeting 8 Customer 3 Messages automatically. If not, you'll be 9 Forward 4 Change to Name asked for a mailbox and or just 9 Customer 4 Messages 0 Mailbox Options password. 5 Change to PIN * Customer 5 Messages V Alternatively, dial *2 to access the * Return 0 Deleted Messages voicemail portal. Or call your telephone line from an outside telephone, such as a mobile phone. **Forward Menu Record Menu Password Menu** When you hear your voicemail greeting prompt, dial * and you 1 Move 1 Re-Record 1 Enter New PIN will access the voicemail portal. 2 Copy Enter your mailbox and password, 2 Listen * Return then follow the prompts to 3 Add Destination 3 Delete navigate the menus. * Cancel 4 Deactivate***

* Return

*** The deactivate option is only available for temporary greeting