

## *VOICE MAIL – QUICK REFERENCE GUIDE*



To access voice mail from your phone inside your facility press

To access voice mail from the outside dial your telephone number, When you hear your voice mail press the (star) \* key.

Enter your password. – Your default password is: **0000**. **“We Recommend changing this”**

**\*\*** The System will notify you how many New or Old messages you have.

### **PRESS**

#### **1. for New / Old message**

You will hear the envelope (time received, caller ID) – Press 1 to skip to message

AFTER MESSAGE IS PLAYED

3. Advanced options.

1. Reply to message (does not work with outside callers)

3. Replay message envelope

\*. Return to previous menu

5. Repeat current message

6. Next message

7. Delete message

9. Save – prompted for folder to save. (available folders)

#### **2. Change folders – to interact with your previously saved messages**

0-NEW 1-OLD 2-WORK 3-FAMILY 4-FRIENDS

#### **0. Mailbox Options**

1. Record your unavailable message

2. Record your busy message

3. Record your name

4. Record your temporary greeting

*(This will temporary replace your unavailable message, if set there will be option 2 to remove the temporary greeting.)*

#### **5. Change your password**

Enter your new password press #, reenter your new password press #