

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 #