

# Phone Menus for the Voicemail System

Most commonly requested information is highlighted in yellow

## Main Menu and Shortcuts

While listening to the Main menu, press:

Action	Key(s)
Hear new messages	1
Send a message	2
Review saved messages	3 1
Review deleted messages (Available only when there are deleted messages)	3 2
Change setup options	4
Change greetings	4 1
Turn alternate greeting on or off	4 1 2
Edit other greetings (use alternate greeting for vacation message)	4 1 3
Change message notification	4 2 1
Select full or brief menus	4 2 3
Change PIN	4 3 1
Change recorded name	4 3 2
Change call transfer	4 4

## Send a Message Menu and Shortcuts

After recording and addressing a message, press:

Action	Key(s)
Send message	#
Add name	9 1
Mark message urgent	1
Request return receipt	2
Mark message private	3
Set future delivery	4
Review recording	5

Rerecord	6
Add to the message	7
Mark message secure	9 3

## **During Message Menu and Shortcuts**

While listening to a message, press:

<b>Action</b>	<b>Key(s)</b>
Restart message	1
Play message by number	1 2
Play previous message	1 4
Play next message	1 6
Save	2
Delete	3
Slow playback	4
Change volume	5
Fast playback	6
Rewind message	7
Pause or resume	8
Fast-forward	9
Fast-forward to end	#
Restore as saved	# 2
Reply	# 4
Reply to all	# 4 2
Forward message	# 5
Save or restore as new	# 6
Play message properties	# 9
Skip message, save as is	# #
Cancel or back up	*
Help	0

## **After Message Menu and Shortcuts**

After listening to a message, press:

<b>Action</b>	<b>Key(s)</b>
Replay message	1
Play message by number	1 2
Play previous message	1 4
Play next message	1 6
Save or restore as saved	2
Delete	3
Reply	4
Reply to all	4 2
Call the sender	4 4
Forward message	5
Save or restore as new	6
Rewind	7
Play message properties	9
Save as is	#
Cancel or back up	*
Help	0

## **Recording Menu**

Use the following keys while you record messages, names, and greetings:

<b>Action</b>	<b>Key(s)</b>
Pause or resume	8
End a recording	#