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To Access Voice Mail

1. Dial * [Your extension] from within the phone network
2. OR press your programmed voicemail or messages button
3. OR Dial extension *5000 from any company phone, enter your extension number when prompted.
4. OR Dial your company's main/voicemail number and press # when at the auto attendant.

Voice Mail Navigation Tree (Number represents the number to be pressed on the keypad.)

Main Menu

1. New/Old messages (See Play Messages Menu)
2. Change Folders (See Change Folders Menu)
3. Advance Options (See Advance Options Menu)
0. Mailbox Options (See Mailbox Options Menu)
- *. Help
- #. Exit

Play Messages Menu (From Main Menu)

3. Advance options (See Advance Options Menu)
5. Repeat message
7. Delete message
8. Forward message to a different mailbox.
9. Save message (See Save Messages Menu)
- *. Help
- #. Exit

Advance Options Menu (From Main Menu or Play Messages Menu)

1. Send reply
3. Hear message envelope (date/time/caller ID)
5. Leave a message
- *. Return to Main/Messages menu

Save Messages Menu (From Play Messages Menu)

0. Save Message to -New Messages
1. Save Message to -Old Messages
2. Save Message to -Work Messages
3. Save Message to -Family Messages
4. Save Message to -Friends Messages
- #. Cancel/Go Back

Change Folder Menu (From Main Menu)

0. New Messages
1. Old Messages
2. Work Messages
3. Family Messages
4. Friends
- #. Cancel/Go Back

Mail Box Options Menu (From Main Menu)

1. Record Unavailable Message
2. Record Busy Message
3. Record Name
4. Record/Turn off Temporary Greeting
5. Change password
- *. Main menu