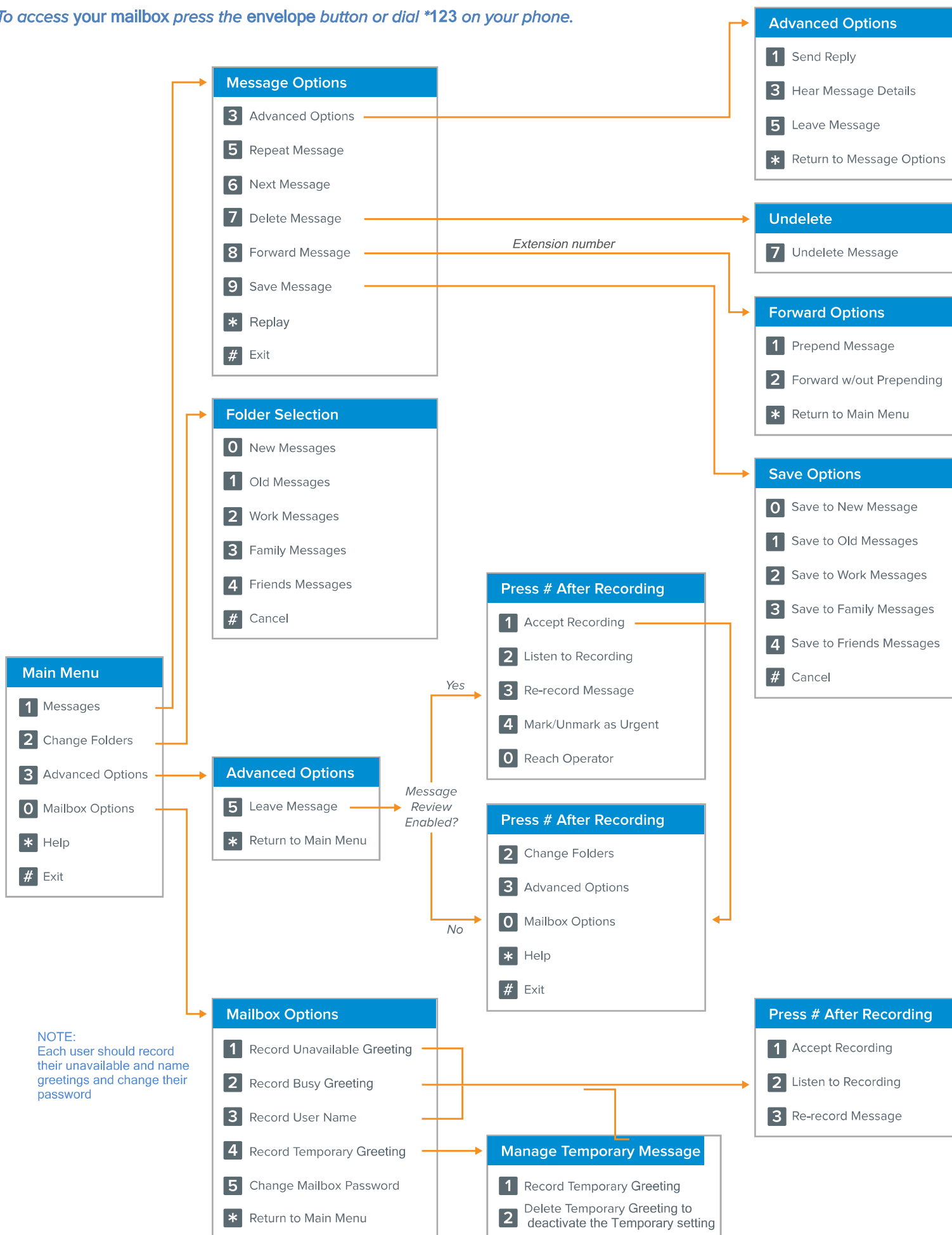


To access your mailbox press the envelope button or dial \*123 on your phone.



NOTE:  
Each user should record their unavailable and name greetings and change their password

## Mailbox Descriptions Explained

### Mailbox Main Menu

#### Main Menu

<b>1</b>	<b>Messages</b>	Listen to messages.  <i>While listening to a message, press * to rewind in 5 sec increments or # to fast forward in 5 sec increments.</i>
<b>2</b>	<b>Change Folders</b>	Listen to messages saved in the New, Old, Work, Family, or Friends folders.
<b>3</b>	<b>Advanced Options</b>	Leave a voice message for another internal extension.
<b>0</b>	<b>Mailbox Options</b>	Manage greetings and voicemail password.
<b>*</b>	<b>Help</b>	Repeat main menu options.
<b>#</b>	<b>Exit</b>	Exit voicemail system.

### Message Options

#### Main Menu Message Options

<b>3</b>	<b>Advanced Options</b>	Leave a voice message reply (internal extensions only), hear message details, or leave a voice message for another internal extension.
<b>5</b>	<b>Repeat Message</b>	Replay message.
<b>6</b>	<b>Next Message</b>	Go to the next message.
<b>7</b>	<b>Delete Message</b>	Remove message permanently.
<b>8</b>	<b>Forward Message</b>	Forward message to another internal extension.
<b>9</b>	<b>Save Message</b>	Save message to a different folder (New, Old, Work, Family, Friends).
<b>*</b>	<b>Help</b>	Repeat message options.
<b>#</b>	<b>Exit</b>	Exit voicemail system.

### Advanced Options

#### Main Menu > Message Options > Advanced Options

<b>1</b>	<b>Send Reply</b>	Leave a voice message for the internal extension that left the voicemail.
<b>3</b>	<b>Hear Message Details</b>	Hear message timestamp and caller id information.
<b>5</b>	<b>Leave Message</b>	Leave a voice message for another internal extension.
<b>*</b>	<b>Return to Message Options</b>	Go back to message options.

## Undelete

Main Menu > Message Options > Undelete

<b>7</b>	<b>Undelete Message</b>	Confirm message deletion.
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## Forward Options

Main Menu > Message Options > Forward Options

<b>1</b>	<b>Prepend Message</b>	Add a voice message to the beginning of the forwarded message.
<b>2</b>	<b>Forward w/out Prepending</b>	Forward without adding a voice message.
<b>*</b>	<b>Return to Main Menu</b>	Go back to the main menu.

## Save Options

Main Menu > Message Options > Save Options

<b>0</b>	<b>Save to New Messages</b>	Save message in the New folder.
<b>1</b>	<b>Save to Old Messages</b>	Save message in the Old folder.
<b>2</b>	<b>Save to Work Messages</b>	Save message in the Work folder.
<b>3</b>	<b>Save to Family Messages</b>	Save message in the Family folder.
<b>4</b>	<b>Save to Friends Messages</b>	Save message in the Friends folder.
<b>#</b>	<b>Cancel</b>	Cancel save and go back to message options.

## Folder Selection

Main Menu > Folder Selection

<b>0</b>	<b>New Messages</b>	Listen to new messages.
<b>1</b>	<b>Old Messages</b>	Listen to undeleted messages or those saved in the Old folder.
<b>2</b>	<b>Work Messages</b>	Listen to messages saved in the Work folder.
<b>3</b>	<b>Family Messages</b>	Listen to messages saved in the Family folder.
<b>4</b>	<b>Friends Messages</b>	Listen to messages saved in the Friends folder.
<b>#</b>	<b>Cancel</b>	Go back to the main menu.

## Advanced Options

Main Menu > Advanced Options

<b>5</b>	<b>Leave Message</b>	Leave a voice message for another internal extension.
<b>*</b>	<b>Return to Main Menu</b>	Go back to the main menu.

**Press # After Recording***Message Review Enabled on Recipient's Line*

Main Menu &gt; Advanced Options &gt; Press # After Recording

<b>1</b>	<b>Accept Recording</b>	Send the message to the designated internal extension.
<b>2</b>	<b>Listen to Recording</b>	Listen to the recording.
<b>3</b>	<b>Re-record Message</b>	Erase recording and re-record.
<b>4</b>	<b>Mark/Unmark as Urgent</b>	Mark/Unmark message as urgent. <i>Message is played first and URGENT is added to subject line if email notifications are enabled.</i>
<b>0</b>	<b>Reach Operator</b>	Speak with operator (must be enabled on the recipient's line).

**Press # After Recording***Message Review Disabled on Recipient's Line*

Main Menu &gt; Advanced Options &gt; Press # After Recording

<b>2</b>	<b>Change Folders</b>	Listen to messages saved in the New, Old, Work, Family, or Friends folders.
<b>3</b>	<b>Advanced Options</b>	Leave voice message for another internal extension.
<b>0</b>	<b>Mailbox Options</b>	Manage greetings and voicemail password.
<b>*</b>	<b>Help</b>	Repeat options.
<b>#</b>	<b>Exit</b>	Exit voicemail system.

**Mailbox Options**

Main Menu &gt; Mailbox Options

<b>1</b>	<b>Record Unavailable Message</b>	Record default mailbox greeting.
<b>2</b>	<b>Record Busy Message</b>	Record secondary greeting (configured for use in a dial plan).
<b>3</b>	<b>Record Name</b>	Record your name as a mailbox greeting.
<b>4</b>	<b>Record Temporary Message</b>	Record temporary message (overrides all greetings until deleted).
<b>5</b>	<b>Change Password</b>	Change mailbox password (default 0000).
<b>*</b>	<b>Return to Main Menu</b>	Return to main menu.

## Press # After Recording

Main Menu > Mailbox Options > Press # After Recording

<b>1</b>	<b>Accept Recording</b>	Save recording.
<b>2</b>	<b>Listen to Recording</b>	Listen to recording.
<b>3</b>	<b>Re-record Message</b>	Erase recording and re-record.

## Manage Temporary Message

Main Menu > Mailbox Options > Manage Temporary Message

<b>1</b>	<b>Record Temporary Message</b>	Record temporary greeting.
<b>2</b>	<b>Delete Temporary Message</b>	Remove temporary greeting permanently and restore previous greeting.