



VoiceMail Options

1. Main Menu

The main menu will be the first menu that you are presented with once you have logged in.

- "1" Listen to messages in the currently selected folder ¹. See Section 3.3.4 for more information.
- "2" Change folders. See Section 3.4 for more information.
- "3" Advanced options.
- "0" Mailbox options.
- "*" Repeat the menu options.
- "#" Exit from the voice mail system.

2. Advanced Options in Main Menu

The following buttons may be pressed in the "Advanced Options" menu that was accessed from the Main Menu.

- "4" Place an outgoing call ⁷.
- "5" Leave a message for another user on the system. See Chapter 2 for more information.
- "*" Return to the main menu.

3. Mailbox Options

- "1" Record your unavailable message.
- "2" Record your busy message.
- "3" Record your name.
- "4" Record your temporary greeting.
- "5" Change your password.

3.1 Recording a Temporary Greeting

If you do not have a temporary greeting set, you will immediately be asked to record a temporary greeting. If you do have a temporary greeting set you will be presented with the following menu:

- "1" Record a temporary greeting. This will allow you to record a new temporary greeting.
- "2" Erase temporary greeting. Once your temporary greeting has been erased callers will be presented with either your busy or unavailable messages, depending on your status.
- "*" Return to the main menu.

4. Listening to Messages

4.1. The Message Envelope

The voice mail system will play back the message “envelope”. Depending on how the voice mail system has been configured, the message envelope may consist of the following items:

- Position.
- Date and time that the message was received.
- Caller ID information.
- Duration of the message.

Note: Pressing “1” any time during the playback of the message envelope will skip to the message playback. The voice mail system will then play back the message.

4.2. During Message Playback

During the playback of the message, any of the following buttons may be pressed:

- “*” Rewind the message by 3 seconds².
- “#” Fast forward the message by 3 seconds².
- “0” Pause the message playback. Press any other button to resume playback.
- “1456789” Pressing any of these buttons will halt the playback of the message and perform the corresponding action from the post-message playback options.

4.3. After Message Playback

After the message has been played back, the system will play a prompt and wait for you to press a button:

- “1” Go to the first message in the current folder³.
- “2” Change folders³.
- “3” Advanced options. See Section 3.3.4.4.
- “4” Go to the previous message in the folder⁴.
- “5” Replay the current message.
- “6” Go to the next message in the folder⁵.
- “7” Delete or undelete the message⁶.
- “8” Forward the message to another user on the system.
- “9” Save the message to a different folder⁶.
- “0” Mailbox options³.
- “*” Replay the prompt.
- “#” Exit the voice mail system.

4.4. Advanced Options After Listening to a Message

The following buttons may be pressed in the “Advanced Options” menu while you are listening to a message.

- “1” Record a message and send it directly to the mailbox of the person that sent you the current message.

- “2” Call the person that left the message back⁷.
- “3” Play the message envelope.
- “4” Place an outgoing call⁷.
- “5” Leave a message for another user on the system. See Chapter 2 for more information.
- “*” Return to the main menu.

5. Changing Folders

If you select the option to change folders the phone system will present you with the following options:

- “0” “New” messages.
- “1” “Old” messages.
- “2” “Work” messages.
- “3” “Family” messages.
- “4” “Friends” messages.
- “5” “Folder 5” messages³.
- “6” “Folder 6” messages³.
- “7” “Folder 7” messages³.
- “8” “Folder 8” messages³.
- “9” “Folder 9” messages³.
- “#” Cancel the change folder operation.

Notes

1. Option is not announced if there are no messages in the current folder.
2. The amount of time that a message may be rewound or fast forwarded is configurable by the administrator.
3. The prompt does not mention the availability of this option.
4. If you are listening to the first message in the current folder the prompt will not mention this option.
5. If you are listening to the last message in the folder the prompt will not mention this option.
6. The administrator may configure the system to automatically go to the next message when you save or delete a message.
7. This option is only available if it has been enabled by the administrator.