

# HOW TO RETRIEVE VOICEMAIL

## From the main phone:

1. Press the envelope button
2. Enter your password.  
The default is **12345**.
3. Press **1** for new messages.
4. Press **7** to delete.
5. Press **6** for the next message.

## Through remote access:

If you have a number for remote, access dial it. Press \* to exit the voicemail greeting, and log in to your mailbox.

1. Dial the remote dial-in number or \* to exit.
2. Enter the extension number.
3. Enter your password. The default is **12345**.
4. Press **1** for new messages.
5. Press **7** to delete.
6. Press **6** for the next message.

## For Advanced Features, dial \*85 to:

1: Listen to messages. See next column for Voicemail menu.

2: Call-back menu

*System plays back call records, press 1 to call back after the recording.*

3: Configure Call Forwarding

1: Toggle Call Forwarding on/off

2: Configure Call Forwarding number.

Press # when finished.

1: Accept

2: Discard

4: Dial tone settings.

5: Record voice prompts. Press # when finished.

1: Accept your recording

2: Re-record your prompt

6. Jump to a different mailbox.

7: Leave a voicemail message for another user.

Enter mailbox number of the voicemail recipient.

## Dial \*86 to access your Voicemail Menu.

1: Listen to voicemail messages.

3: Advanced options

1: Reply Message envelope (time, date, caller ID )

\* Return to previous menu

4: Play previous message

5: Repeat current message

6: Play next message

7: Delete current message

8: Forward message to another mailbox

1. Prepend the message

2: Forward the message without prepending

\*: Return to main menu

9: Save current message in a folder

0: New messages folder

1: Old messages folder

2: Work messages folder

3: Family messages folder

4: Friends messages folder (# to cancel.)

\*: Help during message playback: Rewind

#: Exit during message playback: Skip forward

2: Change folders.

0: Switch to New Messages

1: Switch to Old Messages

2: Switch to Work Messages

3: Switch to Family Messages

4: Switch to Friends Messages

0 Mailbox options.

1: Record your unavailable message \*\*

2: Record your busy message \*\*

3. Record your name \*\*

4: - Record your temporary message (supersedes unavailable message

5: Change your password.

\*: Return to the main menu/Help.

#: Exit

\*\* : After recording, press 1 to accept, 2 to hear your recording, 3 to re-record.