

# 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.