

Voice Mail – Quick Start

Connecting

Your Phone

1. Press your “voicemail” button: an **envelope icon** (hard-key) or “**msgs**” (soft-key)
2. Enter your **password**, then press [#].

Other Phones

1. Call the voicemail system:
 - **On-campus – x5788**
 - **Off-campus – 509.527.5788**
2. Wait for the **voice to pick up**, press [*]
3. When *asked for “ID”* enter your **extension-#**, then press [#].
4. Enter your **pass-code**, then press [#].

Using

Main menu

- [1] Listen to **New Messages**
- [2] Send a Message
- [3] Review **Old Messages**
- [4] Setup Options
- [0] Help

Listening to Messages

Message Options

Available at the **end of each message**:

[1] Repeat Message	[2] Save Message	[3] Delete Message
[4] Reply to Message	[5] Forward Message	[6] Mark as New
[7] Skip to Previous Message	[8] -	[9] Message Properties
[*] Exit	[0] Help	[#] Skip to Next Message

Playback Options

Available **during message playback**:

[1] Repeat Message	[2] Save Message	[3] Delete Message
[4] Slow- down Playback	[5] Change Volume	[6] Speed-up Playback
[7] Jump Backward 3sec.	[8] Pause Playback	[9] Jump Forward 3sec.
[*] Cancel Playback	[0] Help	[#] Skip to End [#][#] Skip to Next Message

Forward a Message

1. **Skip** to the end of the message [#].
2. Press [5].
3. Press [#][#] to enter “numeric” mode.
4. Enter the extension # to forward to.

Set & Un-set Alternate Greetings

1. Go to **Setup Options** from the *main menu* [4]
2. Go to **Greetings** [1]
3. **Toggle** normal & alternate greetings [2]

EXIT (or go “up” a menu level) – press [*]

HELP – press [0]