Business Voicemail User Guide

From your desk phone dial *98 or press the **Messages** button on the phone

When out of the office dial your phone number then press the * key during the greeting

Enter your Passcode

- 1 Play Messages
  - 1 Play/Replay
    - 1 Skip/Backwards
    - 2 Pause/Resume
    - 3 Skip Forward
    - 4 Jump to Begin
    - 6 Jump to End
  - 2 Previous
  - 3 Next
  - 5 Envelope
  - 6 Forwarding Message
  - 7 Delete
  - 8 Reply to Message
    - 1 Send Reply to Caller
    - 2 Change Current Reply
      - # End Recording
    - 3 Listen to Current Reply
    - 6 Set/Clear Urgent Indicator
    - * Return to Previous Menu
    - # Repeat Menu
  - 9 Save
- 2 Change Busy Greeting
- 3 Change No Answer
  - 1 Record New Greeting
    - # End Recording
  - 2 Listen to Current Greeting
  - 3 Revert to System Default Greeting
  - * Return to Previous Menu
  - # Repeat Menu
- 4 Passcode
  - # Finish Entering/Re-entering Passcode
  - * Return to Previous Menu
  - # Repeat Menu
- 5 Personalized Name
  - 1 Record New Personalized Name
    - # End Recording
  - 2 Listen to Current Personalized Name
  - 3 Delete Personalized Name
  - * Return to Previous Menu
  - # Repeat Menu
- 6 Delete All Messages
  - # Confirm Deletion
  - * Cancel Deletion
- 7 Compose Message
  - 1 Send to Person(s)
    - # Finish Entering Number

      Where to Send Message to:
    - * Finish Forwarding/Sending Message

      Message:
    - * Confirm Sending Message
    - # Cancel Sending Message
  - 2 Send to All Group Members
    - # Confirm Sending to Entire Group
    - * Cancel Sending to Entire Group
  - 3 Send to Distribution List
    - 1 Send Message to Selected Distribution List
      - # Confirm Sending to Distribution List
      - * Cancel Sending to Distribution List
    - 2 Select Distribution List
      - # Repeat Menu or Finish Entering Distribution List Number
      - * Return to Previous Menu
    - 3 Review Selected Distribution List
      - # Repeat Menu
      - * Interrupt Playback and Return to Previous Menu
  - 4 Change Current Introduction/Message
    - # End Recording
  - 5 Listen to Current Introduction/Message
  - 6 Set/Clear Urgent Indicator
  - 7 Set/Clear Confidential Indicator
  - * Return to Previous Menu
  - # Repeat Menu

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