

# VOICEMAIL NAVIGATION

## Voicemail Main Menu *(Press the number on the Main Menu that corresponds with the action you want to take.)*

### 1 Listen to Messages

#### Playback/End of Message Options

- 1 Replay
- 2 Save Message
- 3 Delete Message
- 5 More Options
  - 1 List options
- 2 Reply** —————
- 3 Forward** —————
  - 0 Help
  - \* Go back to previous
- 6 *Pause/Resume†*
- 7 *Rewind 10 secs.†*
- 8 Next
- 9 *Fast Forward 10 secs.†*
- 0 Help
- \* Go to Main Menu

#### Reply to Message

- 1 Send
- 2 Review
- 3 Record Again
- 4 Delivery Options** —————
- 5 Add Recipients

#### Delivery Options

- 1 Private
- 2 Urgent

#### Forward Message

- 1 Forward
- 2 Review
- 3 Record Again
- 4 Delivery Options** —————

#### Delivery Options

- 1 Private
- 2 Urgent

*†Options shown in italics are only available during voicemail playback.*

### 2 Greeting

#### Greetings

- 1 Personal Greeting
- 2 Voice Signature
- 3 Extended Absence Greeting —————

#### Extended Absence Greeting Options

- 1 Allow Voicemails
- 2 Don't Allow Voicemails

### 3 Settings & Features

#### Settings & Features

- 2 Message Waiting Indicator
- 3 Change PIN Password
- 4 Remote Access Alerts
- 6 Distribution Group List** —————
- 7 Change Language
  - US English
  - US Spanish
- 0 Help
- \* Go to Main Menu

#### Distribution Group List Options

- 1 Create Distribution List
- 2 Edit Distribution List
- 4 Review Distribution List
- \* Go to Previous

### 5 Send Message

#### Send Message

- 1 Send
- 2 Review
- 3 Record Again
- 4 Delivery Options** —————
- 5 Add More Recipients
- 0 Help
- \* Cancel Send Message

#### Delivery Options

- 1 Private
- 2 Urgent

### 6 Review Deleted Messages

### 0 Help

#### Global Commands

- 0 Help *(Repeat the local menu options)*
- \* Cancel/Back up
- \*\* Go back to Voicemail Main Menu

