

QUICK REFERENCE: Voicemail Commands

Use the quick references shown here to help you navigate quickly through voicemail options.

LISTEN TO YOUR VOICEMAIL

From your office phone
 Press the Messages button. Enter your PIN and #.

From any phone (two options)

Option 1: Call your phone number. When you hear the greeting, press 9. Enter your PIN, #.

Option 2: Call 651-201-0999. Press *. Enter your ID (your 10-digit phone number) and [#]. Enter your PIN and #.

USE SPOKEN OR KEY COMMANDS*

This feature is available only for some users*.

- You can choose spoken commands or enter commands by pressing the phone keys.
- To switch between voice/key commands, say or press **9**.

USE THESE KEYS ANYTIME

0 Help

*** Cancel or back up**

NEED HELP?
Contact your telephone administrator or local help desk.

1 RETRIEVE A MESSAGE Choose options:

<u>During message:</u>	<u>After message:</u>
1 Rewind	1 Skip back
2 Pause/resume	4 Replay message
3 Fast-fwd	5 Play message properties
3,3 Fast-fwd to end	6 Forward message
4 Slow playback	7 Delete
4,4 Slower playback	8 Reply
5 Play message properties	8,2 Reply to all
6 Fast playback	8,8 Call subscriber
6,6 Faster playback	9 Save
# Skip message	## Save as is
## Skip to end	

3,1 Retrieve Saved Messages

2,1 Review deleted messages

1 Erase messages

2 SEND A MESSAGE

Record your message.
 Enter the 10-digit destination phone number, then choose from the following options.

Send now/accept destination
 * Cancel destination

Message options

9,1 Add name	5 Review recording
1 Mark as urgent	6 Re-record
2 Return receipt	7 Add to recording
3 Private	9, 2 Hear and remove all names
4 Future delivery	9, 5 Send copy to self
	# Send

*These features may be available for only some users: if you have questions, please contact your telephone administrator or your local help desk.

4 SETUP OPTIONS

1 Greetings:	
1 Record this greeting	3 Edit other greeting
2 Turn on/off alt. greeting	4 Hear all greetings
2 Message settings:	
1 Change message notification	
1 Pager	
2 Home phone	
3 Work phone	
4 Mobile phone	
3 Change menu type	
1 Select full or brief menu	
4 Edit private lists	
1 Hear lists	
2 Change names on list	
4 Call transfer	
1 Switch between transferring call to ext. or voicemail	
2 Alternate extension	
3 Closed	
5 Forward to another number (alternate contact numbers, zero-out, etc.)	
6 Calendar (May not be available for all users.*)	
1 Today's calendar	3 Selected day
4,1 Accept	1 Repeat
4,2 Decline	2 Details
2 Tomorrow's calendar	5 List Participants
4,1 Accept	6,1 Send message to organizer
4,2 Decline	6,2 Send message to participants
	7 Previous
	9 Skip to next
7 External messages (May not be available*)	
1 New emails	
2 Old emails	