



### Voice Mail Essentials *Really* Quick Reference

#### Main Menu Shortcuts

#### Listen:

NEW

1 - 1

Voice Messages

SAVED

1 - 2  
ABC

Voice Messages

#### Generate:

SEND

4  
GHI

A New Voice Message

#### Manage:

STATUS

5 - 1  
JKL

Change

GREETINGS

5 - 4  
JKL GHI

Management

#### Key Selections ALWAYS Available:

Cancel / Return to previous menu \*  
Bypass / Done (Use to complete or bypass current action) #

(When you Send or Forward a voice message to multiple extensions, separate each extension with #, then finish addressing with ##.)

#### DURING Envelope Info:

Bypass (Start playing message) #

#### DURING Message playback:

Save	1
Forward	2
Skip	3
Replay	4
Reply (Directly to Mailbox)	5-#
Place Call Back to the Caller's Extension	5-1
Reply (Add Add'l Mailbox Recipients)	5-2
Increase Message Playback Volume	6
Delete	7
Rewind (approx 5 sec.)	8
Fast Forward (approx 5 sec.)	9
Skip to end of message	#

#### AFTER Message Playback

(Same as *During Playback* except)

Play envelope info	8
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#### Options AFTER Recording any Message:

These options are available after you press # to finish recording:

Send message	#
Review message	1
Re-record message	2
Set priority	3
Mark Private	5 <sup>‡</sup>
Cancel & return to previous menu	*

<sup>‡</sup>Note: Private restricts a message from being forwarded to another mailbox. It will not prevent a message from being downloaded from voice mail's web access pages.

#### Choices for setting STATUS:

Available	1	In A Meeting	6
Away From Desk	2	Out of the Office	7 <sup>‡</sup>
At Lunch	3	Out of Town	8 <sup>‡</sup>
Do Not Disturb	4	On Vacation	9 <sup>‡</sup>
Gone Home	5	Working at Home	0

<sup>‡</sup> Note: When you have recorded an Out of Office Greeting (see below) AND you select this status the Out of Office Greeting will play in place of your Standard Greeting.

#### Record & Review GREETINGS:

Record Standard Greeting	1
Review Standard Greeting	2
Record Out of Office Greeting	3
Review Out of Office Greeting	4
Record Name Prompt	5
Review Name Prompt	6