

Cisco Voicemail User Guide

Use These Keys Any Time, During Any Changes

- * Cancel or Back Up
- # Skip or Move Ahead

Use These Keys During a Message

- | | | | |
|---|-----------------|---|---------------------|
| 1 | Restart Message | 7 | Rewind, small |
| 2 | Save | 8 | Pause or Resume |
| 3 | Delete | 9 | Fast-Forward to End |
| 5 | Change Volume | | |

Use These Keys After a Message

- | | | | |
|---|-----------------|---|----------------------|
| 1 | Replay Message | 6 | Save as Unheard |
| 2 | Save | 7 | Rewind, small |
| 3 | Delete | 8 | N/A |
| 4 | Reply | 9 | Play Message Summary |
| 5 | Forward Message | | |

First Time You Login

1. Press the **Message** button.
2. Enter a password. (The default password is 12345).
3. Follow the system instructions to:
 - Record your name
 - Set a new password
 - Record your greeting
4. Wait until you hear “You have finished enrollment” then hang up.

To Check Messages in the office

1. Press the **Message** button.
2. Enter your pin/password, followed by #.
3. Press:
 - 1 To hear new messages
 - 3 To review old messages

To Check Messages away from the office

1. Dial **442-2999**.
2. Press *****.
3. Enter your voicemail/extension number, followed by #.
4. Enter your pin/password, followed by #.

To Change Your Password

1. Press the **Message** button.
2. Enter your pin/password, followed by #.
3. Press **4 > 3 > 1**.
4. Enter a new password, followed by #.
5. Enter the new password a second time to confirm, followed by #.

To Change Your Recorded Name

1. Press the **Message** button.
2. Enter your pin/password, followed by #.
3. Press **4 > 3 > 2**.
4. At the tone, **record your name**, or press * to keep the current recording.
5. Use the following keys as you record:
 - 8 Pause or Resume
 - # End Recording

To Record a Greeting

1. Press the **Message** button.
2. Enter your pin/password, followed by #.
3. Press **4 > 1 > 1**.
4. After listening to the current greeting, press **1** to rerecord it, or press **3** to record a different greeting; choose the greeting, then record it.

To Enable or Disable a Greeting

1. Press the **Message** button.
2. Enter your pin/password, followed by #.
3. Press **4 > 1 > 1**.
4. After listening to the current greeting, press **2** to enable or disable your alternate greeting.

NOTE: When the alternate greeting is enabled, it overrides all other greetings.

To Forward a Message

1. After listening to the message, press **5**.
2. Follow the instructions to address the forwarded message.
3. Press # to forward the message as is; or press **2** to record an introduction; or press **3** for message options.
4. Press # to forward the message as is, or press **1** for message options.

During the Message Menu and Shortcuts

- 1 Restart Message
- 1 > 4 Play Previous Message
- 1 > 6 Play Next Message
- 2 Save
- 3 Delete
- 5 Forward Message
- 6 > 4 Slow Playback
- 6 > 6 Fast Playback
- 7 Rewind Message
- 8 Pause or Resume
- 9 Fast-Forward
- # Fast-Forward to End
- * Cancel or Back Up