

## Main Menu

1 Review Messages

2 Send Message

3 Work with Greetings

### Review Messages Menu

- 1 Voicemail
- 3 Faxes
- \* 9 Future Delivery Messages

### Review Messages Menu

- 1 Repeat
- 2 Save
- 3 Erase

### Send Message

- 1 Delivery Options
- 2 Mark as Urgent
- 3 Mark as Private
- 4 Re-Record Message
- \* 5 Report on Send
- \* 6 Report on Read
- \* 7 Add Recipient
- \* 9 Schedule for Future Delivery
- # Send as is

### Work with Greetings Menu

- 1 Personal Greeting
- \* 2 Extended Absence
- 3 System Generated Greetings and Name Recordings
- 5 Busy Greeting
- \* 6 Out-of-Office Hours Greeting
- \* 9 Forward all Calls to Voicemail Greeting
- \* Exit Menu

### To Access Your Voice Mail

#### From a landline phone

1. Dial \*95
  2. Enter your phone number, or press \* if you are calling from your own phone
  3. Enter your passcode
- or
1. Dial your phone number
  2. When your message picks up, press \*
  3. Enter your passcode

4 Mailbox Settings

5 Reminders

6 Review Erased Messages

7 Switch Accounts

\* Exit

### Mailbox Settings Menu

- 2 Handsfree and Time Saver Options
- 3 Security Options (Change PIN)
- 5 Notification Settings
- 6 Additional Settings
- \* Exit Menu

### Reminders Menu

- 1 Reminders Settings
- 2 Add New Reminder
- 3 Recurring Reminders Settings
- 4 One-Off Reminders Settings

### Select Message Type

- 1 Voicemail
- \* 3 Faxes

### Erased Messages

- 1 Repeat
- 2 Restore
- 3 Permanently Erase
- 4 Reply
- 5 Send a Copy
- # Next Message

### Common Keys

- \* Cancel input or move up a level
- 0 Helpful Hints
- # End input or move forward in a list
- 8 Pause/Resume

Not all menu options are listed

\* Only available with upgraded voicemail services