

Voicemail Quick Reference Guide

Using the Voice Portal

You can access your voice portal using your own phone or another phone.

To log in, dial one of the following:

- Your phone number
- 9999 (From your phone)

First Log in With Voice Portal Wizard

Dial an access number, and then:

1. If requested, enter your phone number.
2. Enter a new passcode at the (voice portal wizard) prompt.
3. Re-enter your passcode at the prompt.
4. Record your name at the prompt.
5. Press #.

Log In

Dial an access number, and then:

For 9999

1. Enter the correct passcode to reach the Voice Messaging Main Menu.
2. At Voice Messaging menu, press * to reach the Voice Portal Main Menu.

From dialing your own number

1. Press * during your outgoing greeting to reach the login prompt.
2. Enter the correct passcode to reach the Voice Messaging Main Menu.
3. At the Voice Messaging menu, press * to reach the Voice Portal Main Menu.

Voice Portal Main Menu

Set Up	
1	Access Voice Messaging
2	Record Personalized Name.
8	Change Passcode
9	Exit
#	Repeat menu

Voice Messaging	
1	Play Messages (see Play Messages table that follows)
2	Busy Greeting Menu (see Busy Greeting table that follows)
3	No Answer Greeting Menu (see No Answer Greeting that follows)
7	Delete All Messages
*	Return to previous menu
#	Repeat menu

Play Messages Menu	
#	Save message
7	Delete message
2	Play or repeat message; skip envelope
4	Play previous message
5	Play message envelope
6	Play next message
*	Return to previous menu

While playing messages	
1	Skip backward 3 seconds
2	Pause playback
3	Skip forward 3 seconds
4	Skip to beginning of message
6	Skip to end of message

Notes:

- You can interrupt the message to perform any function.
- New messages flagged as urgent are played first.

Busy Greeting Menu	
1	Record new Busy Greeting
2	Listen to current Busy Greeting
3	Revert to system default Busy Greeting
*	Return to Voice Messaging Main Menu
#	Repeat menu

Personalized Name	
1	Record new Personalized Name
2	Listen to current Personalized Name
*	Return to Voice Portal Main Menu
#	Repeat menu

No Answer Greeting Menu	
1	Record new No Answer Greeting
2	Listen to current No Answer Greeting
3	Revert to system default No Answer Greeting
*	Return to previous menu
#	Repeat menu

Main Menu

Menu Command Tree

