Accessing Your Mailbox

Logging In

- Pressing a button on your phone.
- Dialing *97
- If you call your own extension and are redirected to the voicemail system to leave a message, you may be able to press the "*" button to switch from leaving a message to accessing your mailbox.

The First Time You Log In

The first time that you log into your mailbox, you may be required to change some settings. In particular, you may be required to:

• Record your name.
• Record your busy greeting.
• Record your unavailable greeting.
• Change your password.

Menus

This section contains a detailed discussion of the menus used to access your mailbox.

Main Menu

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The main menu will be the first menu that you are presented with once you have logged in.

• "1" Listen to messages in the currently selected folder.
• "2" Change folders. See Section 3.4 for more information.
• "3" Advanced options.
• "0" Mailbox options.
• "*" Repeat the menu options.
• "#" Exit from the voice mail system.

Advanced Options in Main Menu

The following buttons may be pressed in the "Advanced Options" menu that was accessed from the Main Menu.

• "4" Place an outgoing call
• "5" Leave a message for another user on the system. See Chapter 2 for more information.
• "*" Return to the main menu.

Mailbox Options

• "1" Record your unavailable message.
• "2" Record your busy message.
• "3" Record your name.
• "4" Record your temporary greeting.
• "5" Change your password.

Recording a Temporary Greeting

If you do not have a temporary greeting set, you will immediately be asked to record a temporary greeting. If you do have a temporary greeting set you will be presented with the following menu:

"1" Record a temporary greeting. This will allow you to record a new temporary greeting

"2" Erase temporary greeting. Once your temporary greeting has been erased callers will be presented with either your busy or
unavailable messages, depending on your status.
"*" Return to the main menu. Xxx

Listening to Messages

The Message Envelope
The voice mail system will play back the message "envelope". Depending on how the voice mail system has been configured, the message envelope may consist of the following items:
Position.
Date and time that the message was received.
Caller ID information.
Duration of the message. Pressing "1" any time during the playback of the message envelope will skip to the message playback.
The voice mail system will then play back the message.

During Message Playback
During the playback of the message, any of the following buttons may be pressed:
"*" Rewind the message by 3 seconds
"#" Fast forward the message by 3 seconds
 "0" Pause the message playback. Press any other button to resume playback.
"1456789" Pressing any of these buttons will halt the playback of the message and perform the corresponding action from the post-message playback options.

After Message Playback
After the message has been played back, the system will play a prompt and wait for you to press a button:
"1" Go to the first message in the current folder
"2" Change folders
• "3" Advanced options.
• "4" Go to the previous message
• "5" Replay the current message.
• "6" Go to the next message in t
• "7" Delete or undelete the message
• "8" Forward the message to another
• "9" Save the message to a difference
• "0" Mailbox options
• "*" Replay the prompt.
• "#" Exit the voice mail system.