

## Voicemail Mailbox How To

To login to your voicemail mailbox press the message button (shown below)



Login with your voicemail PIN number (default 12345) and press #

Your messages will start playing immediately.

### **Voicemail Messages Options:**

- To hear new messages, press 1
- To send a message to another mailbox, press 2
- To review saved messages, press 3, 1
- To review deleted messages, press 3, 2

### **While Listening to a message:**

- To rewind the currently playing message, press 1
- To play the next saved message, press 1, 6
- To play the previous saved message, press 1, 4
- To resume or pause the message, press 2
- To fast-forward the message, press 3
- To fast-forward to the end of the message, press 3, 3
- To forward the message, press 3, 3, 6
- To delete the message, press 3, 3, 7
- To reply to the message, press 3, 3, 8
- To slow the playback of the message, press 4
- To speed up the message playback, press 6
- To skip the message, press #

### **Voicemail Mailbox Options/Changes:**

- To turn on/off your alternate greeting, press 4, 1, 2
- To change your message notification, press 4, 2, 1
- To change to full or brief voicemail greeting, press 4, 2, 3
- To change your voicemail mailbox recorded name, press 4, 3, 2
- To change your voicemail mailbox password, press 4, 3, 1