

VOICE MAIL INFORMATION

ACCESS VOICE MAIL:



Press the **MESSAGES** key on your phone.

Enter **your PIN** and #.

AS A NEW USER, **your default PIN is 0000**.

New users must complete a new user tutorial.

The new user tutorial will instruct you to:

- Record your name for the dial-by-name directory
- Record your standard greeting
- Enter a new PIN (*Minimum is 4-digits.*)

ACCESS VOICE MAIL (WHPS CLASSROOM PHONES):

Dial extension 7401

Press * (**star**)

Enter your ID (4 digit extension/mailbox number) and #

Enter your **voice mail PIN** and #

ALTERNATE VOICE MAIL ACCESS:

Not at your desk, dial extension 7401

Press * (**star**)

Enter your ID (4 digit extension/mailbox number) and #

Enter your **voice mail PIN** and #

REMOTE VOICE MAIL ACCESS:

Call **860-561-7401**

When the greeting answers, press * (**star**)

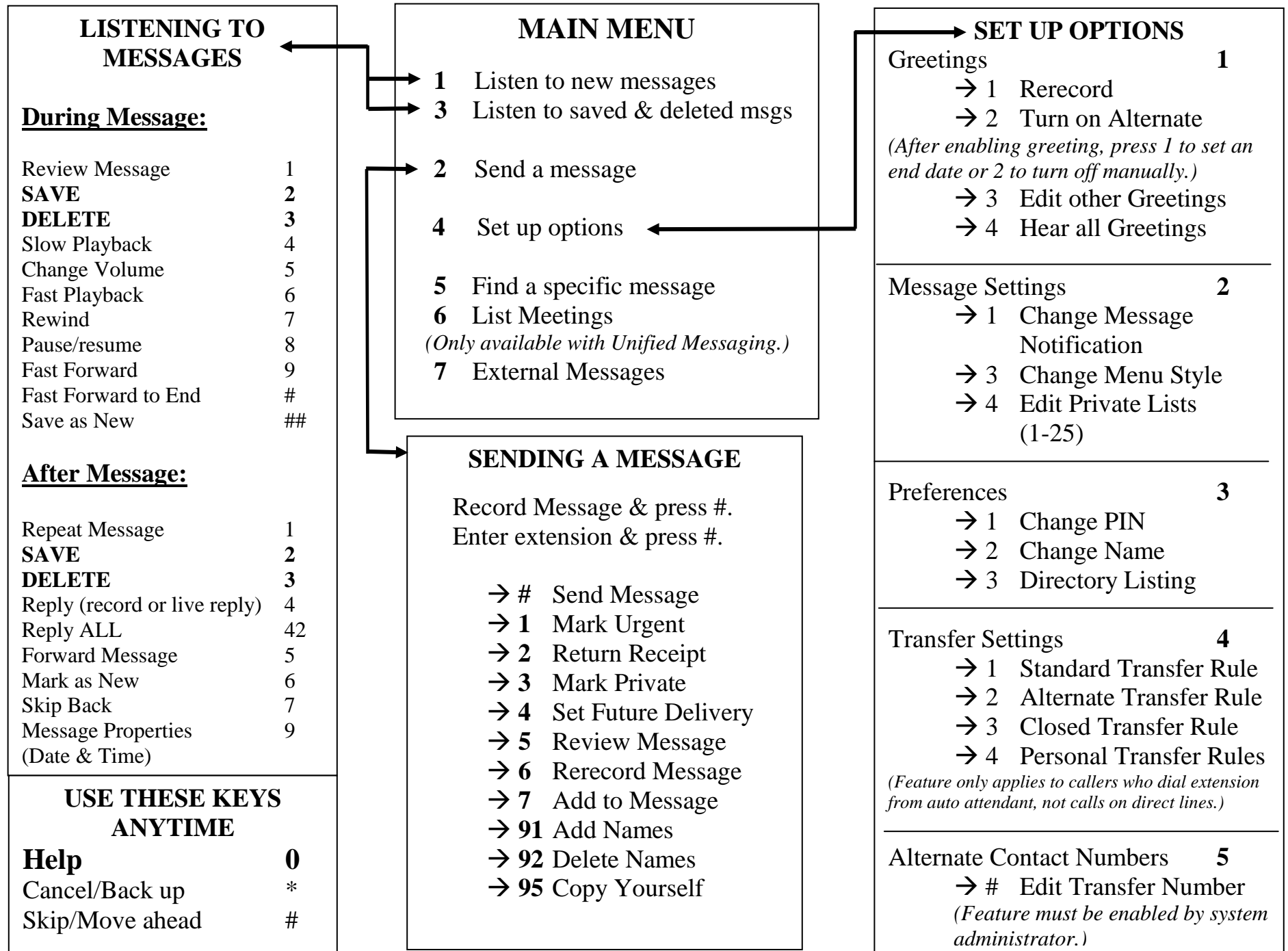
Enter your ID (4 digit extension/mailbox number) and #

Enter **your voicemail PIN** and #

EXPRESS MESSAGING:

From your phone, press * (**star**) and dial an extension/mailbox number. You will hear their mailbox greeting. You may **press #** to bypass the greeting & leave a message. Hang up to send.

CISCO VOICE MAIL FLOW CHART



LISTENING TO MESSAGES

During Message:

- Review Message 1
- SAVE** 2
- DELETE** 3
- Slow Playback 4
- Change Volume 5
- Fast Playback 6
- Rewind 7
- Pause/resume 8
- Fast Forward 9
- Fast Forward to End #
- Save as New ##

After Message:

- Repeat Message 1
- SAVE** 2
- DELETE** 3
- Reply (record or live reply) 4
- Reply ALL 42
- Forward Message 5
- Mark as New 6
- Skip Back 7
- Message Properties 9
(Date & Time)

USE THESE KEYS ANYTIME

- Help** 0
- Cancel/Back up *
- Skip/Move ahead #

MAIN MENU

- 1 Listen to new messages
- 3 Listen to saved & deleted msgs
- 2 Send a message
- 4 Set up options
- 5 Find a specific message
- 6 List Meetings
(Only available with Unified Messaging.)
- 7 External Messages

SENDING A MESSAGE

Record Message & press #.
Enter extension & press #.

- # Send Message
- 1 Mark Urgent
- 2 Return Receipt
- 3 Mark Private
- 4 Set Future Delivery
- 5 Review Message
- 6 Rerecord Message
- 7 Add to Message
- 91 Add Names
- 92 Delete Names
- 95 Copy Yourself

SET UP OPTIONS

- | |
|---|
| Greetings 1
→ 1 Rerecord
→ 2 Turn on Alternate
<i>(After enabling greeting, press 1 to set an end date or 2 to turn off manually.)</i>
→ 3 Edit other Greetings
→ 4 Hear all Greetings |
| Message Settings 2
→ 1 Change Message Notification
→ 3 Change Menu Style
→ 4 Edit Private Lists (1-25) |
| Preferences 3
→ 1 Change PIN
→ 2 Change Name
→ 3 Directory Listing |
| Transfer Settings 4
→ 1 Standard Transfer Rule
→ 2 Alternate Transfer Rule
→ 3 Closed Transfer Rule
→ 4 Personal Transfer Rules
<i>(Feature only applies to callers who dial extension from auto attendant, not calls on direct lines.)</i> |
| Alternate Contact Numbers 5
→ # Edit Transfer Number
<i>(Feature must be enabled by system administrator.)</i> |