

VOICEMAIL QUICK REFERENCE GUIDE

Using the Voice Portal

Access 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

| | |
|---|---------------------------|
| 1 | Access Voice Messaging |
| 3 | 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 anyfunction.
- 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 |

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 |

Personalized Name

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

Main Menu

Menu Command Tree

