

**TO ACCESS YOUR VOICEMAIL:**

FROM INSIDE THE OFFICE  
PRESS **MSG** KEY  
FROM OUTSIDE THE OFFICE  
DIAL MAIN TELEPHONE NUMBER  
WHEN VOICEMAIL ANSWERS  
DIAL #  
DIAL YOUR EXTENSION

**TO SETUP PERSONAL GREETING:**

ACCESS VOICEMAIL  
DIAL 3 FOR PERSONAL OPTIONS  
DIAL 2 FOR GREETING OPTIONS  
PRESS 3 TO RECORD  
PRESS # TO STOP  
DIAL \* TO RETURN TO PREVIOUS MENU

**TO SETUP MAILBOX NAME**

ACCESS VOICEMAIL  
DIAL 3 FOR PERSONAL OPTIONS  
DIAL 3 FOR NAME OPTIONS  
PRESS 3 TO RECORD  
PRESS # TO STOP  
DIAL \* TO RETURN TO PREVIOUS MENU

**TO SETUP SECURITY CODE**

ACCESS VOICEMAIL  
DIAL 3 FOR PERSONAL OPTIONS  
DIAL 4 FOR SECURITY OPTIONS  
PRESS 1 TO ENTER PASSWORD  
ENTER PASSWORD  
VERIFY PASSWORD  
DIAL \* TO RETURN TO PREVIOUS MENU

**TO LISTEN TO MESSAGES:**

ACCESS VOICEMAIL  
*Note: New messages will play automatically*  
DIAL 1 FOR NEW MESSAGES  
DIAL 2 FOR SAVED MESSAGES  
DIAL 3 TO ERASE MESSAGES  
DIAL 4 FOR MESSAGE COUNT

**WHILE LISTENING TO MESSAGE:**

DIAL 1 TO SAVE  
DIAL 3 TO DELETE  
DIAL 7 TO FORWARD  
DIAL 8 FOR TIME/DATE INFO  
DIAL 9 TO CHANGE SPEED/VOLUME  
DIAL # TO REPEAT MESSAGE

**TO SKIP TO NEXT MESSAGE:**

WHILE LISTENING TO MESSAGE  
PRESS 2

**TO REWIND MESSAGE:**

WHILE LISTENING TO MESSAGE  
PRESS 4 TO BACK UP TO BEGINNING  
PRESS 5 TO PAUSE

**TO ACTIVATE TEMPORARY GREETING:**

ACCESS VOICEMAIL  
DIAL 8 FOR TEMPORARY GREETINGS  
DIAL 1 TO RECORD GREETING  
DIAL 2 TO REVIEW GREETING  
DIAL 3 TO ACTIVATE GREETING  
DIAL 4 TO ACTIVATE NORMAL GREETING  
DIAL 5 TO DEACTIVATE

**TO UNDELETE MESSAGES:**

ACCESS VOICEMAIL  
DIAL 6 TO UNDELETE MESSAGES  
DIAL 1 TO PLAY  
DIAL 2 TO SAVE  
DIAL 3 TO DELETE

**SAMPLE MESSAGES:**

YOU HAVE REACHED JANE/JOHN DOE AT ABC COMPANY. I AM EITHER ON ANOTHER LINE OR AWAY FROM MY DESK. PLEASE LEAVE YOUR NAME, PHONE NUMBER AND A BRIEF MESSAGE AND I WILL GET BACK WITH YOU AS SOON AS POSSIBLE. THANK YOU FOR CALLING.

YOU HAVE REACHED THE VOICEMAIL OF JANE/JOHN DOE AT ABC COMPANY. I WILL BE OUT OF THE OFFICE TODAY, IF YOU NEED IMMEDIATE ASSISTANCE PLEASE PRESS 0 NOW. OTHERWISE PLEASE LEAVE YOUR NAME, PHONE NUMBER AND A BRIEF MESSAGE AND I WILL GET BACK WITH YOU AS SOON AS POSSIBLE. THANK YOU FOR CALLING.

YOU HAVE REACHED JANE/JOHN DOE. I AM AWAY FROM MY DESK CURRENTLY; IF YOU WOULD PLEASE LEAVE YOUR NAME, PHONE NUMBER AND A MESSAGE I WILL GET BACK WITH YOU AS SOON AS POSSIBLE.

**TO FORWARD MESSAGE TO ANOTHER EXT:**

WHILE LISTENING TO MESSAGE

PRESS 7 TO FORWARD

PRESS 2 TO REDIRECT

DIAL EXTENSION TO RECEIVE MESSAGE

PRESS 1 TO CONFIRM

PRESS 1 TO SEND WITHOUT COMMENT

PRESS 2 TO RECORD COMMENT

PRESS ANY KEY WHEN FINISHED

PRESS 1 TO SEND MESSAGE

**TO LEAVE A MESSAGE FOR ANOTHER EXT:**

*FROM INSIDE THE OFFICE*

DIAL EXT OR PRESS DSS KEY

DIAL 8 BEFORE EXT ANSWERS

LEAVE MESSAGE

*FROM YOUR VOICEMAIL*

DIAL 2 TO RECORD AND SEND MESSAGE

RECORD MESSAGE

PRESS ANY KEY TO STOP RECORDING

DIAL 1 TO CONTINUE DELIVERY

DIAL EXTENSION TO RECEIVE MESSAGE

DIAL 1 TO CONFIRM

DIAL 1 FOR IMMEDIATE DELIVERY

DIAL 2 FOR FUTURE DELIVERY

# TeleData Voicemail User Features

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