Voice Mail Prompts

To Listen to Messages:

After logging in to voice mail
Press 1 to listen to new messages.
Press 3 to listen to old messages.
Press 1 to listen to saved messages
Press 2 to listen to deleted messages

During message summary or playback, you can press the following numbers:

       0 - Access message options help menu.
       1 - Restart messages summary or playback
       2 - Save message
       3 - Delete message
       4 - Reply to message
       5 - Forward a message
       6 - Save a message as new
       7 - Go back 3 seconds or, if paused go back 3 and continue play back
       8 - Pause message.
       9 - Go forward 3 seconds or, if paused, go forward 3 seconds and continue playback
       # - Skip summary or message

To send a message

Access voice mail.
Press 2.
Record your message. Press # when finished.
Press ## to switch from name entry to extension number entry.
Enter the mailbox extension number.
Press # to agree to the mailbox name.
To add another person press 91.
To send Press #.

General Voice Mail commands

To cancel, exit or back up Press *****
To skip, move ahead or accept changes Press **#.**