Voicemail

Access VM
Press Voicemail button or Dial *71
Enter password
Recording: "You have X new messages and X old messages", or "You have no messages"

Access VM remotely
Call into Extension (via DID, auto-attendant, or from another extension) or dial *71 + extension
When the greeting begins, press *
Enter extension
Enter password

Listen to messages
Press 1 to retrieve messages.
>To access old messages, press 2 to change folders, then press 1 twice

Press 5 to repeat current message
Press 6 to listen to the next message
Press 7 to delete message
Press 8 to forward message to another extension
>Enter the extension to which message is to be forwarded
>Press 1 to pre-pend (record an introduction to the forwarded message). Press # to send message when done recording
>Press 2 to forward without pre-pending.

Press * for help
Press # to exit
Press * during playback to rewind the message
Press # during playback to skip forward in the message

Save messages
Press 9 to save message, choose folder
>Press 0 to save in "new messages"
>Press 1 to save in "old messages"

Change outgoing VM recording
Press 0 for Mailbox Options
>Press 1 to record unavailable message
>>After recording:
>>>Press 1 to accept
>>>Press 2 to review
>>>Press 3 to re-record

>Press 3 to record name (extension identifier)
>Press 4 to record temporary greeting (holiday closure, out to lunch, etc). Follow prompts
>>VM will remind you that a temporary greeting is active
>>To change or remove, follow same procedure to access the option and follow prompts

Change password
Press 0 for Mailbox Options
>Press 5 to change password
>Enter new 4 or 5 digit password, then #
>Re-enter password, then #