

## AccessVoice Mail

Press Voice  
Mail Button



Enter your Password  
X X X X #

### Main Menu

- 1 New & Reviewed Message Menu
- 2 Archived Messages Menu
- 3 Send A Message Menu
- 4 Greetings Menu
- 5 Mailbox Settings  
(Passwords, Notification)
- 6 Un-Delete Messages Menu
- 7 Manage Lists and Folders Menu  
(Distribution Lists, Archive Folders)
- \* Exit Subscriber Mode
- 9 Disconnect



### 1 /2 New, Reviewed, & Archived Message Menu

- 1 Delete Message
- 2 Archive Message
- 3 Skip (Save as Reviewed)
- 4 Rewind
- # 4 Replay Message
- 5 Pause
- # 5 Forward Message
- 6 Fast Forward
- # 6 Send Reply to Message
- 7 Increase Volume \* Decrease Vol.
- 8 Speed-up 0 Slow-down
- # 8 Message Info
- # 9 Hang Up
- # \* Return to Previous Menu

### 3 Send a Message Menu

- Enter destination mailbox or press \* , followed by a Distribution List number.
- Press # to begin recording your message.
- Press # to end the recording. Then:

- 1 Send Message (& return to main menu)
- 2 Mark as Urgent
- 3 Mark as Private
- 4 Request Return Receipt
- 5 Review Message
- 6 Add to your message
- 7 Re-record Message
- 9 Mark as Priority Message
- \* Return to Main Menu (without Sending)

### 4 Greetings Menu

- 1 Re-record Current Greeting,  
(or activate another greeting in its place)
- 2 Change Name / Extension Greeting
- 3 Re-record greetings (2 through 9)
- \* Return to Main Menu

### 5 Mailbox Settings Menu

- 4 Change Password
- \* Return to Main Menu

### 6 Un-Delete (within 24 hours)

While the message is playing, press # to hear recovery options.

- 1 Skip to the Next Message (without recovery)
- 2 Recover Message
- \* Return to Main Menu

### 7 Lists and Folders Menu

- 1 Distribution List Maintenance (enter list number 1-9)
  - 1 Review Current List
  - 2 Add a mailbox
  - 3 Delete a mailbox
  - 4 Record a name for the List
- 2 Archive Folder Maintenance (enter folder number 1-9)
  - 1 Record Folder Name
- \* Return to Main Menu

*Note: Some features are available based on Mailbox Class Of Service. Not all features are available to all subscribers. See your system administrator for details.*

### Power User Tips

- Press # to skip through a mailbox greeting to the 'beep'.
- Press # at the end of an extension or mailbox number to speed your command.

Voice Mail System Phone Number: \_\_\_\_\_

Your (mailbox) number: \_\_\_\_\_

Your Password: \_\_\_\_\_

### Lists

List #	List Members
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Archive Folders

Folder #	Name
1	_____
2	_____
3	_____
5	_____
6	_____
7	_____
9	_____

# User Guide



## NT Based Voice Mail

