

# Voicemail Telephone User Interface (TUI)

## Main Menu

	Press
Check unheard messages	11
To listen to your messages	1
To send a message	2
For mailbox options	4
To disconnect	*
To hear more options	0

## Unheard Message - 11

	Press
To erase the message	7
To call sender	88
To save the message	9
For more options	0
Replay the message	4
For message detail	5
Forward a copy	6
Return to main menu	*
To disconnect	*

## Listen to Message - 1

	Press
To bypass envelope information (before message starts)	3
Rewind message	1
Pause/resume	2
Fast forward	3
Show down message	4
Message detail	5
Erase message	7
Call sender	88
Save message	9
Skip to next message	#
More options	0
To skip message	#
To skip to saved messages	##
To rewind	1
To pause/resume	2
To fast forward	3
More options again	0
To exit	*
To return to main menu	*

## Send Message - 2

	Press
At the tone, start regarding	
Record your message	#
Enter destination mailbox	#
To send message	#
To cancel delivery	*
To hear more options	0
To mark private	1
For urgent priority	2
For confirmation of receipt	3
To schedule future delivery	4
To send this message	#
To cancel this destination	*
To return to main menu	*

## Mailbox Options - 4

	Press
For Notification options	1
To turn MWI on/off	2
For notification schedules	5
To establish 1 <sup>st</sup> schedule	1
To establish 2 <sup>nd</sup> schedule	2
To establish temporary schedule	3
To exit	*
For Shortcuts	2
For passwords	1
For auto play	2
For date/time playback	3
To change prompt level	4
For welcome chimes	5
To change message playback order	6
To exit	*
For Recordings	3
For greetings	1
To change open greeting	1
To change closed greeting	2
To change greeting schedule	3
To record extended absence	4
To use internal/external	1
To use one greeting for all	2
To exit	*
For recorded name	2
Record name	#
To exit	*
For Group lists	4
To create a list	1
To edit a list	2
To delete a list	3
To hear names of your lists	4
To exit	*
To return to mail menu	*

## Place a Call - 0

	Press
To listen to your messages	1
To send a message	2
To check receipt	3
Enter mailbox number	#
To exit	*
For mailbox options	4
For notification options	1
For shortcuts	2
For recordings	3
For group lists	4
To exit	*
To access a different mailbox	5
Enter mailbox number	#
To disconnect press	*

## Access Voicemail

From your Phone: Press the Messages button Enter your passcode + #	From outside of the Office: Dial your Voicemail Retrieval Number Enter your 10-digit phone number + # Enter your passcode + #
	Dial your 10-digit phone number When you hear your greeting, press 7 Enter your passcode + #