Voicemail System Quick Reference

1, Internal Access:
- Press ✉, 📟 or dial 8181
- Enter Voicemail PIN follow by #

2, External Access:
- Dial 2358 8181
- Enter ID (ID = extension)
- Enter Voicemail PIN follow by #

Main Menu

1 > Listen new / old messages

- 3 > For advance options
- 5 > To repeat the current message
- 6 > To play the next message
- 7 > To delete this message
- 8 > To forward the message
- 9 > To save this message
- * > Help

0 > Manage greeting and password

- 1 > Manage unavailable greeting
- 2 > Manage busy greeting
- 4 > Manage temporary greeting
- 3 > Manage your name prompt
- 5 > Manage your password

After tone, speak your greeting and press #

- 1 > Accept recording
- 2 > Listen to your recording
- 3 > Record your greeting again

2 > Browse other folder

3 > Advanced Functions

- 5 > send voicemail to other user

* > Help