

Voicemail - Helpful Hints

You can use the *type ahead* function feature to move efficiently within Voicemail. You simply press all the necessary keys in sequence without waiting for the voice prompts.

You can scan messages by pressing 7 and see when they were sent by pressing 00.

You can press 8 to automatically reply to another subscriber's message. Voicemail redirects you're response to the original sender's mailbox. Alternatively you can transfer to the sender (for internal callers only).

You can restrict someone from forwarding you're message to a third party. After entering the mailbox number of the person to whom you're message should be sent, press 0 for Message Routing Options. Then press 3 to change the message forwarding status.

You can edit a recording by pressing 3 to back up, 2 where you want to stop, and 2 to start re-recording.

Visitor mailboxes are set up by the System Administrator. You can record names for the mailboxes if required. Your visitors enter the mailbox number and can send messages only to you.

Distribution List Mailboxes are set up by your System Administrator and allow you to send a message to many people at once. You can update your own List from the telephone by adding or removing valid Subscriber and Visitor Mailboxes.

When leaving a non subscriber message, additional options are:-

- (a) 7 set urgent status
- (b) *** 8 call back number