



Vicemail Features

To access your voicemail

If your message light is blinking:

1. Lift the handset
2. Press the flashing message button
3. Enter your password

If your message light is NOT blinking:

1. Press Voicemail
2. Press *
3. Enter your mailbox number
4. Enter your password

To listen to messages:

1. Access your mailbox as described above.
2. *EITHER*, Press 1 to listen to your new messages.
OR, Press 3 to listen to your saved messages.

While you are listening to a message, you can use the following options:

- Press **#** to skip to the end of the recording.
- Press **1** to rewind the message or back up a few seconds.
- Press **3** to skip ahead.
- Press **5** to play the message envelope (date, time, source, & length).
- Press **7** to save the new message in your mailbox.
- Press **9** to delete the message from your mailbox.

To recover deleted messages:

You can recover a deleted message within 24 hours of the time it was deleted.

1. Access your mailbox.
2. Press for 5 Message Options.
3. Press to 2 access undelete options. Your options are:
 - Press 1 to listen to your deleted messages and choose which ones to delete or recover. After each message you can:
 - Press 1 to replay the message.
 - Press 2 to reply to the message.
 - Press 3 to forward the message to another mailbox.
 - Press 4 to listen to the previous message.
 - Press 5 to play the message envelope.
 - Press 6 to listen to the next message.
 - Press 7 to recover the message.
 - Press 9 to purge the message from your mailbox.
 - Press 2 to recover all of your deleted messages and store them as saved messages.
 - Press 3 to permanently erase all of your deleted messages.

To change your message envelope:

When you receive a voice mail message, the voice mail system plays an "envelope" that can include the time and date the message was left, the source of the message, and/or the message length. By default, the envelope contains all of this information, but you can change your envelope, as described below.

1. Access your mailbox.
2. Press 4 to select the Personal Options Menu.
3. Press 4 to select the Message Envelope Options Menu. You can then do any of the following:
 - Press 1 to enable or disable the time/date option.
 - Press 2 to enable or disable the message source option.
 - Press 3 to enable or disable the message length option.
 - Press 4 to enable all options and return to the Personal Options Menu.
 - Press 5 to disable the entire envelope and return to the Personal Options Menu.
 - Press * or # to return to the Personal Options Menu.