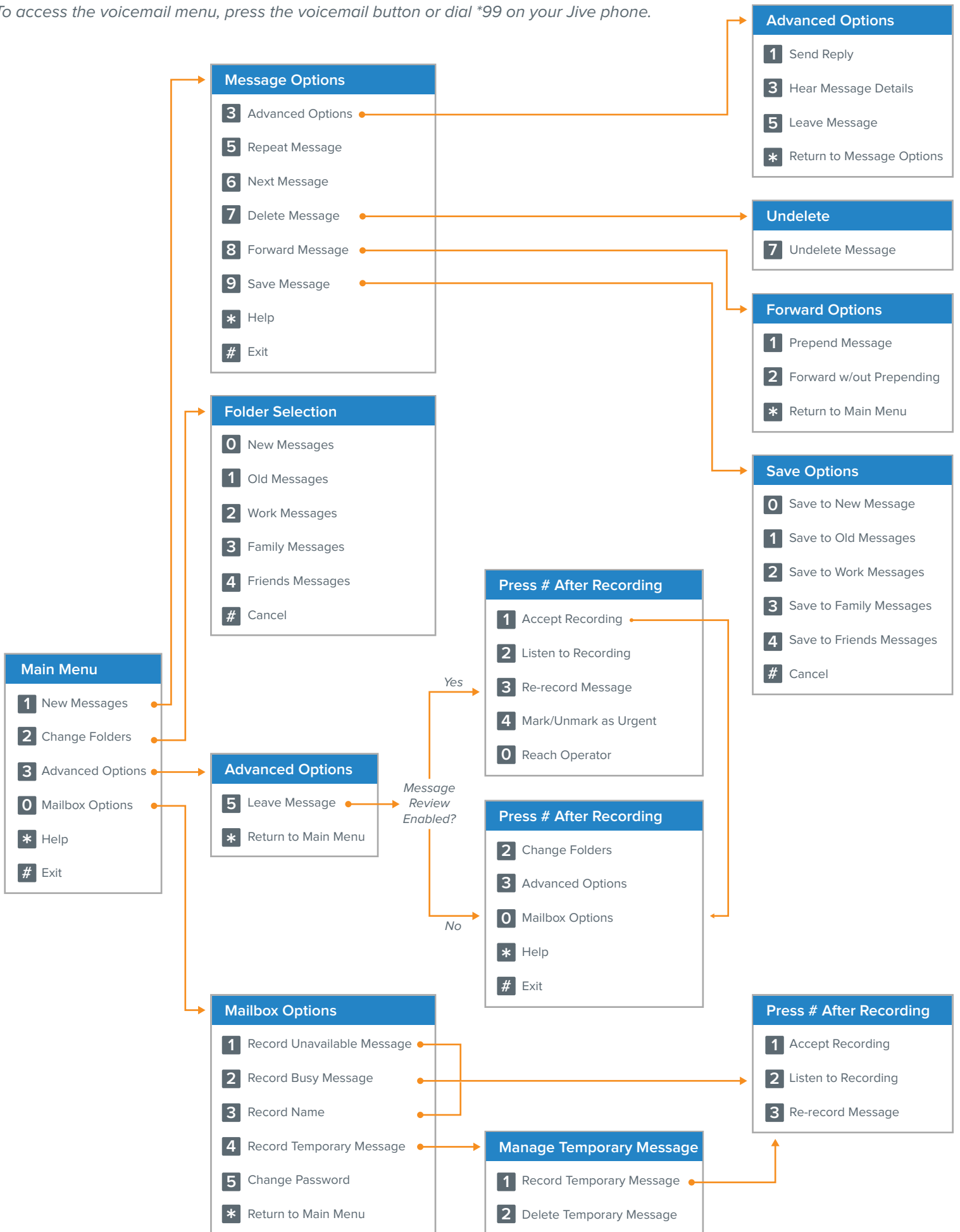


Voicemail Menu Guide



To access the voicemail menu, press the voicemail button or dial *99 on your Jive phone.



Voicemail Menu Descriptions

Main Menu

Main Menu

1	New Messages	Listen to new messages. <i>While listening to a message, press * to rewind in 2 sec increments or # to fast forward in 4 sec increments.</i>
2	Change Folders	Listen to messages saved in the New, Old, Work, Family, or Friends folders.
3	Advanced Options	Leave a voice message for another internal extension.
0	Mailbox Options	Manage greetings and voicemail password.
*	Help	Repeat main menu options.
#	Exit	Exit voicemail system.

Message Options

Main Menu > Message Options

3	Advanced Options	Leave a voice message reply (internal extensions only), hear message details, or leave a voice message for another internal extension.
5	Repeat Message	Replay message.
6	Next Message	Go to the next message.
7	Delete Message	Remove message permanently.
8	Forward Message	Forward message to another internal extension.
9	Save Message	Save message to a different folder (New, Old, Work, Family, Friends).
*	Help	Repeat message options.
#	Exit	Exit voicemail system.

Advanced Options

Main Menu > Message Options > Advanced Options

1	Send Reply	Leave a voice message for the internal extension that left the voicemail.
3	Hear Message Details	Hear message timestamp and caller id information.
5	Leave Message	Leave a voice message for another internal extension.
*	Return to Message Options	Go back to message options.

Undelete

Main Menu > Message Options > Undelete

7	Undelete Message	Confirm message deletion.
----------	-------------------------	---------------------------

Forward Options

Main Menu > Message Options > Forward Options

1	Prepend Message	Add a voice message to the beginning of the forwarded message.
2	Forward w/out Prepending	Forward without adding a voice message.
*	Return to Main Menu	Go back to the main menu.

Save Options

Main Menu > Message Options > Save Options

0	Save to New Messages	Save message in the New folder.
1	Save to Old Messages	Save message in the Old folder.
2	Save to Work Messages	Save message in the Work folder.
3	Save to Family Messages	Save message in the Family folder.
4	Save to Friends Messages	Save message in the Friends folder.
#	Cancel	Cancel save and go back to message options.

Folder Selection

Main Menu > Folder Selection

0	New Messages	Listen to new messages.
1	Old Messages	Listen to undeleted messages or those saved in the Old folder.
2	Work Messages	Listen to messages saved in the Work folder.
3	Family Messages	Listen to messages saved in the Family folder.
4	Friends Messages	Listen to messages saved in the Friends folder.
#	Cancel	Go back to the main menu.

Advanced Options

Main Menu > Advanced Options

5	Leave Message	Leave a voice message for another internal extension.
*	Return to Main Menu	Go back to the main menu.

Press # After Recording

Message Review Enabled on Recipient's Line

Main Menu > Advanced Options > Press # After Recording

1	Accept Recording	Send the message to the designated internal extension.
2	Listen to Recording	Listen to the recording.
3	Re-record Message	Erase recording and re-record.
4	Mark/Unmark as Urgent	Mark/Unmark message as urgent. <i>Message is played first and URGENT is added to subject line if email notifications are enabled.</i>
0	Reach Operator	Speak with operator (must be enabled on the recipient's line).

Press # After Recording

Message Review Disabled on Recipient's Line

Main Menu > Advanced Options > Press # After Recording

2	Change Folders	Listen to messages saved in the New, Old, Work, Family, or Friends folders.
3	Advanced Options	Leave voice message for another internal extension.
0	Mailbox Options	Manage greetings and voicemail password.
*	Help	Repeat options.
#	Exit	Exit voicemail system.

Mailbox Options

Main Menu > Mailbox Options

1	Record Unavailable Message	Record default mailbox greeting.
2	Record Busy Message	Record secondary greeting (configured for use in a dial plan).
3	Record Name	Record your name as a mailbox greeting.
4	Record Temporary Message	Record temporary message (overrides all greetings until deleted).
5	Change Password	Change mailbox password (default 0000).
*	Return to Main Menu	Return to main menu.

Press # After Recording

Main Menu > Mailbox Options > Press # After Recording

1	Accept Recording	Save recording.
2	Listen to Recording	Listen to recording.
3	Re-record Message	Erase recording and re-record.

Manage Temporary Message

Main Menu > Mailbox Options > Manage Temporary Message

1	Record Temporary Message	Record temporary greeting.
2	Delete Temporary Message	Remove temporary greeting permanently.