



VOICE MESSAGING

POCKET GUIDE



Consolidated Technology Services • WA

To review messages

New Messages



All Messages



While listening to a message

Position

Rewind



Pause/Continue



Fast-forward



End



Skip



Information

Message Info



Volume

Down



Normal



Up



Speed

Slower



Faster



After listening to a message

Replay



Forward



Erase



Reply to sender



Save the message



Access # _____

Mailbox # _____

Voice Messaging

To access your voicemail, dial your mailbox number. When the outgoing greeting plays press **7**, then enter your password when prompted. If your mailbox is non-local, dial 888-835-3365 and enter your password when prompted. If necessary, contact the Agency Helpdesk to receive your local access number.

From the Main Menu press:

2 To Send a Message

- A. Record
- B. **#** End
- C. Enter Destination
- D. **4** Delivery Options
 - 1** Private
 - 4** Confirmation
 - 2** Urgent
 - 5** Future Delivery
- E. **#** Send

4 For Personal Options

- 1** Notifications On/Off
- 2** Administrative Options
 - 1** Passwords
 - 2** Group Lists
 - 3** Prompts
 - 4** Message Envelope Info.

3 Greetings

- 1** Personal Greetings
- 2** Extended Absence
- 3** Name

4 Notification Schedules

5 0-to-Attendant

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