

VOICEMAIL INSTRUCTIONS

Scope

The purpose of this document is to provide voicemail instructions.

Procedure

To enroll with voicemail (first time use)

- Press the Messages button.
- Enter First time enrollment password= 0000.
- Follow prompts to:
 - Record your name – Press # key as soon as you say your name.
 - Record a greeting – Press # key as soon as you say your greeting.
 - Set a new Password (minimum length of 4 digits).

To re-record your name, press 4 then 3 and follow prompts

To log on to voicemail from your phone

- Press the Messages button
- Enter your password, press the # key

To log on to voicemail from another inside phone

- Press the messages button or Dial 3950
- Press the * key when voicemail answers
- Enter your ID (extension), then press # key.
- Enter your password, then press the # key.

To log on to voicemail from outside

Dial (262) 638-6339 or (262) 636-3950 to access the Voicemail system.

Press * when voice mail answers.

Enter your ID (extension), then press # key.

Enter your password, then press the # key.

Basic Voicemail Controls

Hear new messages	Press 1	Set up options	Press 4
Send new messages	Press 2	Cancel or back up	Press 5
Review old messages	Press 3	Skip or move ahead	Press #

During Message Playback

Restart message	Press 1
Save	Press 2
Delete	Press 3
Slow Playback	Press 4
Change Volume	Press 5
Fast Playback	Press 6
Rewind	Press 7
Pause or Resume	Press 8
Fast Forward	Press 9

After Message Playback

Repeat	Press 1
Save	Press 2
Delete	Press 3
Reply	Press 4
FWD Msg	Press 5
Save as new	Press 6
Rewind	Press 7
Play msg properties	Press 8
Save as is	Press #