# Voice Mail Pocket Guide

**INSTRUCTIONS**
To access your voice mail, dial the access number or your direct number. When you hear a message, press * and enter your voice mail PIN # (your access number and PIN # are assigned by your administrator).

**My Voicemail Access Number is:**
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**My Voicemail PIN # is:**
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**GENERAL COMMANDS**
- Cancel/Previous Menu................. *7
- Good-bye.................................... *6
- Help............................................ 0

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**VOICE MAIL POCKET GUIDE**

**LISTEN TO MESSAGES**

**WHILE LISTENING TO A MESSAGE**
- Replay........................................ 1
- Save.......................................... 2
- Delete......................................... 3
- Forward Message......................... 5
- Rewind (9 seconds)....................... 7
- Pause/Resume............................. 8
- Fast Forward (9 seconds).............. 9
- Go to End of Message............... #

**AFTER LISTENING TO A MESSAGE**
- Play Message Header.................... 8
- Access Deleted Message................. 9
- Repeat Menu Options................... 0
- Go to Next Message.................... #

**SEND A MESSAGE**

**WORK WITH GREETINGS**
- Personal................................. 1
- Alternate.............................. 2
- Not Accepting Messages............. 3
- Generic Greeting...................... 4
- Change Recorded Name............ 5
- Out-of-Hours......................... 8

**ACCOUNT OPTIONS**
- Change PIN.................................. 1
- Target Attendant...................... 2
- Message Headers On/Off............... 3
- Distribution Lists.................... 5
- Review Lists.......................... 1
- Create Lists.......................... 2
- Delete Lists............................ 3
- Working with Existing List........ 4

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