


Voicemail Quick Start Guide – 7900 Series Phones

Accessing Voicemail System	<u>From Your Cisco Phone (on-campus)</u> <ul style="list-style-type: none"> • Press Messages  button • Enter your Pin followed by #
	<u>From Other Cisco Phone (on-campus)</u> <ul style="list-style-type: none"> • Dial 3599 • Enter your ID followed by # (<i>your ID is your 4-digit extension</i>) • Enter your Pin followed by #
	<u>From Non-Cisco Phone (off-campus)</u> <ul style="list-style-type: none"> • Dial 757-825-3599 • Enter your ID followed by # (<i>your ID is your 4-digit extension</i>) • Enter your Pin followed by #

Initial Voicemail Setup	Access Voice Mail System as described above. <ul style="list-style-type: none"> • Your ID is your 4-digit extension • Your temporary Pin is 13579
	Follow the voice prompts to <ul style="list-style-type: none"> • Record your Name • Record your Standard Greeting • Set your own Pin (<i>minimum 4 digits</i>)

Change Voicemail Setup Options <i>(after accessing voicemail system)</i>	<u>Re-Record Greeting</u> <ul style="list-style-type: none"> • Select option 4 – Setup Options • Select option 1 – Change Your Greetings <ul style="list-style-type: none"> ○ <i>System will play your current greeting. To skip playback, press #</i> • Select option 1 – Re-Record Current Greeting <ul style="list-style-type: none"> ○ <i>At tone, record your greeting, then press #</i>
	<u>Change Pin</u> <ul style="list-style-type: none"> • Select option 4 – Setup Options • Select option 3 – Preferences • Select option 1 – Change Pin <ul style="list-style-type: none"> ○ <i>Enter new Pin (minimum 4 digits), then press #</i>
	<u>Change Recorded Name</u> <ul style="list-style-type: none"> • Select option 4 – Setup Options • Select option 3 – Preferences • Select option 2 – Change Recorded Name <ul style="list-style-type: none"> ○ <i>System will play your current recorded name</i> ○ <i>To keep current name, press *</i> ○ <i>To record a new name, say your name at the tone, then press #</i>

Voicemail Menu

Main Menu

1
Play New Messages

While Listening to Message

- 1 Repeat
- 2 Save
- 3 Delete
- 4 Decrease Playback
- 5 Change Volume
- 6 Increase Playback
- 7 Skip Back
- 8 Pause/Resume
- 9 Skip Forward
- # Skip to End
- ## Skip to Next Message
- 12 Go to Message #
- 14 Previous Message
- 16 Next Message

After Listening to Message

- 1 Repeat
- 2 Save
- 3 Delete
- 4 Reply
- 42 Reply to All
- 44 Call Sender
- 5 Forward
- 6 Mark it New
- 7 Skip Back
- 9 Message Properties
- # Skip to Next Message
- 12 Go to Message #
- 14 Previous Message
- 16 Next Message

2
Send Message

Record and Address Message

Recording Menu

- 8 Pause/Resume Recording
- # End Recording

Search Directory for Recipient(s)

- ## Switch Between Name/Extension Lookup

Select Recipient(s)

- # Select Current Name
- 7 Hear Previous Name
- 9 Hear Next Name

Send Message Menu

- # Send Message
- 1 Mark Message Urgent
- 2 Request Return Receipt
- 3 Mark Message Private
- 4 Set Future Delivery
- 5 Review Recording
- 6 Re-Record
- 7 Add to the Message
- 91 Add Name
- 92 Hear All Names/Delete Names
- 95 Copy Yourself on Message

3
Review Old Messages

Review Old Messages Menu

- 1 Saved Messages
- 2 Deleted Messages

Greeting Menu

- 1 Re-Record Current Greeting
- 2 Turn On/Off Alternate Greeting
- 3 Edit Other Greetings
- 4 Play All Greetings

4
Setup Options

Setup Options Menu

- 1 Change Your Greetings
- 2 Message Settings
- 3 Preferences
- 4 Transfer Settings

Preferences Menu

- 1 Change Pin
- 2 Change Recorded Name
- 3 Change Directory Listing

6
List Meetings

List Meetings Menu

- 1 Today's Remaining Calendar Events
- 2 Tomorrow's Calendar
- 3 Calendar for Selected Date

Calendar Menu

- 1 Repeat
- 2 Hear Details
- 41 Accept Event
- 42 Cancel Event
- 5 List Participants
- 61 Send Message to Organizer
- 62 Send Message to Participants
- 7 Previous
- 9 Next

Exit/Cancel (all menus)

0
Help (all menus)