

Managing your messages - voicemail shortcuts

Frequently used menu items for managing your message

Action	Key(s)
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While listening to the main menu:

Hear new messages	1
Review saved messages	3 1
Change setup options	4
Change greetings	4 1
Turn alternate greeting on/off	4 1 2
Change PIN	4 3 1
Change recorded name	4 3 2

Action	Key(s)
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While listening to a message:

Restart message	1
Play previous message	1 4
Play next message	1 6
Save	2
Delete	3
Forward message	5
Pause or Resume	8

Action	Key(s)
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At any time:

Help	0
Cancel, exit or back up	*
Skip or move ahead, complete or confirm	#

Information

ID = telephone extension number; PIN = voicemail password

