

# Voicemail

Access voicemail features

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# Access Voicemail From Any Phone

## From any school district phone

- Press the voicemail button
- If you are at your own phone
  - At the enter your PIN prompt enter your voicemail PIN
- If you are at another phone
  - At the enter your PIN prompt press the Asterisk key.
  - At the enter your ID prompt enter **your** phone extension.
  - At the enter your PIN prompt enter your voicemail PIN

## From a phone outside the school district

- Dial 616-528-6100.
- At the enter your ID prompt enter your phone extension.
- At the enter your PIN prompt enter your voicemail PIN.



Voice Mail Quick Reference

# How to Set Up a Personalized Voicemail Greeting on Phone

**This article will show how to set up a personalized voicemail greeting on your Cisco phone. This includes an out-of-office greeting.**

1. From the main menu within your Cisco phone's voicemail box, press **41** for "Change Greeting"
2. Press **3** to edit settings for your greetings. Then use the following keys to select the greeting that you want to change
  - Press **1** to record and set your Standard Greeting
  - Press **2** to record and set your Closed Greeting
  - Press **3** to record and set your Alternate or "Out-of-Office" Greeting
  - Press **4** to record and set your Busy Greeting
  - Press **5** to record and set your Internal Greeting
3. The system will replay your current recording
4. From this point, you have the following options:
  - Press **1** to (re)record your greeting
    - If you (re)record your greeting, use the following keys as you record:
      - Press **8** to Pause or Resume
      - Press **#** to End Recording
    - To enable the greeting to play for a specified time, Press **1** then enter the greeting expiration date
    - To enable the greeting to play indefinitely Press **#**
  - Press **2** to use the standard system greeting
  - Press **3** to Enable/Disable the greeting
  - Press **\*** to Cancel or back up
  - Press **0** for Help

# How to Access Deleted Phone Messages

**This article will show how to access deleted messages on your Cisco phone.**

By default the voicemail system saves deleted voicemail messages for 30 days. To access a deleted voicemail message use the following steps:

- Access your voicemail - it will talk you through the following steps
- Press 3 to review old messages
  - Press 1 for Saved messages
  - Press 2 for Deleted messages
- Press 1 to review Saved/Deleted messages
- Press 2 to restore as saved

## **During Message Playback**

- 1 - Restart Message
- 2 - Save
- 3 - Delete
- 4 - Slow Playback
- 5 - Change Volume
- 6 - Fast Playback
- 7 - Rewind
- 8 - Pause/Resume
- 9 - Fast Forward
- # - Fast forward to end
- \* - Exit