

Voicemail

Access voicemail features

- [Access Voicemail From Any Phone](#)
- [How to Set Up a Personalized Voicemail Greeting on Phone](#)
- [How to Access Deleted Phone Messages](#)

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