

Annalog Commands:

VOICE MAIL SETUP AND ACCESS

To enroll with voice mail (first use):

- Dial the internal voice mail phone number (**1000**).
- Enter the first time enrollment password = **12345#**
- Follow prompts to:
 - Record your name - press # key as soon as you say your name
 - Record a greeting – press # key as soon as you say your greeting
 - Set a new password
 - Minimum length 4
 - Expires Yes
 - Message Deletion 14 Days

To log on to voice mail from your phone

- Dial the internal voice mail phone number (**1000**).
- Enter your password, press the # key

To create a simple greeting:

- Dial 1000
- Enter your password followed by #
- Press 4 (Set up options)
- Press 1 (Greetings)
- Press 1 (record new greeting)

Basic Controls

Press the **Messages** button or dial the internal voice mail phone number (**1000**) and log on:

Hear new messages	1	Set up options	4
Send new message	2	Cancel or back up	*
Review old messages	3	Skip or move ahead	#

During Message Playback

After Message Playback

Restart message	1	Repeat	1
Save	2	Save	2
Delete	3	Delete	3
Slow Playback	4	Reply	4
Change Volume	5	Forward message	5
Fast Playback	6	Save as new	6
			7

Rewind	7	Rewind	
Pause or Resume	8	Play msg properties	9
Fast Forward	9	Save as is	#

Remote access to voicemail:

- Call your phone
- Press * when your phone answers.
- Enter your extension number xxxx followed by #
- Enter your password followed by #
- You are now into your voicemail.

Analog Phone-set Commands

- Call forward all - **1 followed by either 4 digit extension for on campus or for off campus enter number as you would dial, i.e. 8-281-xxxx, or 8-1-701-xxx-xxxx
- Call forward all cancel - **2
- Call pickup options:
 - **3 When you hear a phone in your pickup group ring
 - **6 followed by the extension you want to pick up. For pickup of phones outside your pickup group
- Transfer a call: Hit flash, after 3 beeps, enter number, hit flash
- Conference call – During an active call, user presses hookflash for dial tone, dials a third party, and then presses hookflash again to connect all three parties.
- Pick up voicemail: Dial 1000 retrieve voicemail. Enter password followed by #.
- *# Redial last number called.