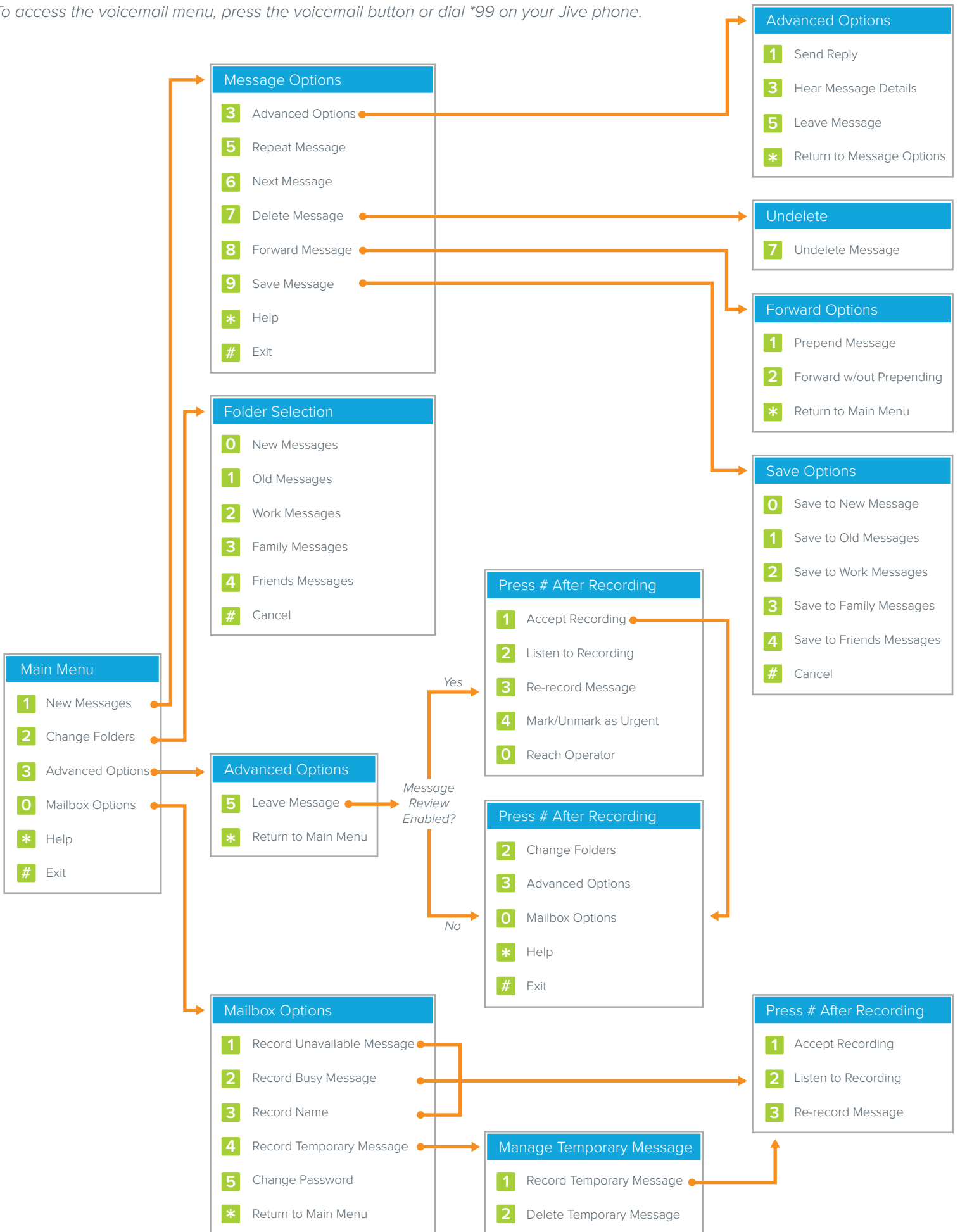


Voicemail Menu Guide



To access the voicemail menu, press the voicemail button or dial *99 on your Jive phone.



Voicemail Menu Descriptions

Main Menu

Main Menu

| | | |
|----------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | New Messages | Listen to new messages. <i>While listening to a message, press * to rewind in 2 sec increments or # to fast forward in 4 sec increments.</i> |
| 2 | Change Folders | Listen to messages saved in the New, Old, Work, Family, or Friends folders. |
| 3 | Advanced Options | Leave a voice message for another internal extension. |
| 0 | Mailbox Options | Manage greetings and voicemail password. |
| * | Help | Repeat main menu options. |
| # | Exit | Exit voicemail system. |

Message Options

Main Menu > Message Options

| | | |
|----------|------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Advanced Options | Leave a voice message reply (internal extensions only), hear message details, or leave a voice message for another internal extension. |
| 5 | Repeat Message | Replay message. |
| 6 | Next Message | Go to the next message. |
| 7 | Delete Message | Remove message permanently. |
| 8 | Forward Message | Forward message to another internal extension. |
| 9 | Save Message | Save message to a different folder (New, Old, Work, Family, Friends). |
| * | Help | Repeat message options. |
| # | Exit | Exit voicemail system. |

Advanced Options

Main Menu > Message Options > Advanced Options

| | | |
|----------|---------------------------|---------------------------------------------------------------------------|
| 1 | Send Reply | Leave a voice message for the internal extension that left the voicemail. |
| 3 | Hear Message Details | Hear message timestamp and caller id information. |
| 5 | Leave Message | Leave a voice message for another internal extension. |
| * | Return to Message Options | Go back to message options. |

Undelete

Main Menu > Message Options > Undelete

| | | |
|----------|------------------|---------------------------|
| 7 | Undelete Message | Confirm message deletion. |
|----------|------------------|---------------------------|

Forward Options

Main Menu > Message Options > Forward Options

| | | |
|----------|--------------------------|----------------------------------------------------------------|
| 1 | Prepend Message | Add a voice message to the beginning of the forwarded message. |
| 2 | Forward w/out Prepending | Forward without adding a voice message. |
| * | Return to Main Menu | Go back to the main menu. |

Save Options

Main Menu > Message Options > Save Options

| | | |
|----------|--------------------------|---------------------------------------------|
| 0 | Save to New Messages | Save message in the New folder. |
| 1 | Save to Old Messages | Save message in the Old folder. |
| 2 | Save to Work Messages | Save message in the Work folder. |
| 3 | Save to Family Messages | Save message in the Family folder. |
| 4 | Save to Friends Messages | Save message in the Friends folder. |
| # | Cancel | Cancel save and go back to message options. |

Folder Selection

Main Menu > Folder Selection

| | | |
|----------|------------------|----------------------------------------------------------------|
| 0 | New Messages | Listen to new messages. |
| 1 | Old Messages | Listen to undeleted messages or those saved in the Old folder. |
| 2 | Work Messages | Listen to messages saved in the Work folder. |
| 3 | Family Messages | Listen to messages saved in the Family folder. |
| 4 | Friends Messages | Listen to messages saved in the Friends folder. |
| # | Cancel | Go back to the main menu. |

Advanced Options

Main Menu > Advanced Options

| | | |
|----------|---------------------|-------------------------------------------------------|
| 5 | Leave Message | Leave a voice message for another internal extension. |
| * | Return to Main Menu | Go back to the main menu. |

Press # After Recording

Message Review Enabled on Recipient's Line

Main Menu > Advanced Options > Press # After Recording

| | | |
|---|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Accept Recording | Send the message to the designated internal extension. |
| 2 | Listen to Recording | Listen to the recording. |
| 3 | Re-record Message | Erase recording and re-record. |
| 4 | Mark/Unmark as Urgent | Mark/Unmark message as urgent. <i>Message is played first and URGENT is added to subject line if email notifications are enabled.</i> |
| 0 | Reach Operator | Speak with operator (must be enabled on the recipient's line). |

Press # After Recording

Message Review Disabled on Recipient's Line

Main Menu > Advanced Options > Press # After Recording

| | | |
|---|------------------|-----------------------------------------------------------------------------|
| 2 | Change Folders | Listen to messages saved in the New, Old, Work, Family, or Friends folders. |
| 3 | Advanced Options | Leave voice message for another internal extension. |
| 0 | Mailbox Options | Manage greetings and voicemail password. |
| * | Help | Repeat options. |
| # | Exit | Exit voicemail system. |

Mailbox Options

Main Menu > Mailbox Options

| | | |
|---|----------------------------|-------------------------------------------------------------------|
| 1 | Record Unavailable Message | Record default mailbox greeting. |
| 2 | Record Busy Message | Record secondary greeting (configured for use in a dial plan). |
| 3 | Record Name | Record your name as a mailbox greeting. |
| 4 | Record Temporary Message | Record temporary message (overrides all greetings until deleted). |
| 5 | Change Password | Change mailbox password (default 0000). |
| * | Return to Main Menu | Return to main menu. |

Press # After Recording

Main Menu > Mailbox Options > Press # After Recording

| | | |
|----------|---------------------|--------------------------------|
| 1 | Accept Recording | Save recording. |
| 2 | Listen to Recording | Listen to recording. |
| 3 | Re-record Message | Erase recording and re-record. |

Manage Temporary Message

Main Menu > Mailbox Options > Manage Temporary Message

| | | |
|----------|--------------------------|----------------------------------------|
| 1 | Record Temporary Message | Record temporary greeting. |
| 2 | Delete Temporary Message | Remove temporary greeting permanently. |