

VirtualPBX Voice Mail Options Quick Reference

Voice Mail Options:

- New Messages
- Saved Messages
- Deleted Messages

To Rewind the MSG in 10 Sec intervals, Press 4

To Fast Forward the MSG in 10 Sec intervals, Press 6

- Send a Message to another Extension

Directly enter extension to send message to.

Use company directory to select extension to send message to.

Cancel

- Group Distribution Options

Select working distribution group

Distribute/broadcast a voice message to the working distribution group

Check the delivery status of a message previously broadcast to a group

Add a new member to the working group

Delete a member from the working group

Create a new group and mark it as the working group

Delete the current working group

Cancel

- Auto-Forwarding Options

- To Cancel

Forward mail to operator extension

Forward mail to user defined extension

Disable auto-forwarding

Cancel

Re-hear Message

Save Message

Delete Message

To Hear Envelope Information

To Forward Message to another Extension

Return to Previous Message

Skip to Next Message

To Return the Message

To Cancel

Directly Enter the Ext

To Forward using the Company Directory
 Cancel

Private Message
 Skip Private Message
 Cancel

Enter Between 1 - 5 letters of the Person's Last Name

For Q or Z
 To Cancel

To Enter Voice Mail:

Call your 8xx #,
Press #, Enter your Ext., then #, Enter your Phone Password, then #, 1,1