TELEPHONE VM USER GUIDE – Elevate

Getting Started

- Press the Message Button
- Enter your password (sent to you via email)
- Press 3 for mailbox options
- Press 1 to record your greeting
- Listen to the greeting press 1 to keep or 2 to record a new greeting
- Press 1 to save the new greeting

Log in from Your Telephone

- Press the Message Button
- Enter your password
- Follow the prompts on your phone display

Log in from Outside the System

- From an outside line call your phone number

- When the voicemail greeting begins, press #
- Follow the voice prompts, "*Please enter your extension, Press # when done.*"
- Follow the voice prompts, "*Please enter your PIN code. Press # when done.*"
- Follow the voice prompts and select your desired task:

- Press **1** to listen to new voice messages
- Press **2** to listen to old messages
- Press **3** for personal options - this also allows you to update your voicemail greeting

Menus

Main Menu
- **1** - listen to new voicemail
- **2** -listen to old messages
- **3** -personal options

During VM playback

1 - replay the current message
2 - delete the VM
5 - confirm deletion
3 - mark message as unheard
4 - skip current message
5 - callback the sender of voicemail
6 - forward voicemail to the extension
- skip the playback of message details

After VM playback

1 - replay the current message
2 - delete the VM
3 - mark message as unheard
4 - skip current message
5 - callback the sender of voicemail
6 - forward voicemail to the extension
3 - personal options
  - **1** - record voicemail greeting
  - **2** - change PIN
  - ***** - return to VM list

Personal Options

1 – record your voicemail greeting
2 – change your pin

Change your Pin

- Press 2 to change pin
- Press 1 to save the Pin

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