

TELEPHONE VM USER GUIDE – OCloud

Getting Started

- Press the Message Button
- Enter your password (default password is 2417)
- You will be prompted to change your pin (between 4-6 digits long, not sequential or repeating)
- Verify your new pin
- You will then be prompted to Record your name
- Finally, you will be asked to Record your 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

- Call your desk phone
- Wait for voicemail to pick up
- Press *
- Enter your password

Menus

Main Menu

1. Review Messages
2. Send Message to another User
3. Greetings Menu
4. Mailbox Settings
5. Reminders
6. Review Erased Messages
7. Switch Account

Review Messages Menu (1)

1. Repeat
 2. Save
 3. Erase
 4. Reply
 5. Send a Copy
 7. Play Time Stamp Info
- # Mark Saved Message as New

Options Available During Playback

6. Increases Volume
7. Slows the playback of a messages
8. Pauses Playback (up to 20 seconds)
9. Speeds the playback of a Message
11. Return to the previous message
66. Play Timestamp of a Message
77. Skips Backward 5 Seconds
99. Skips Forward 5 Seconds
- * Return to Previous Menu
- # Skip to next message during playback of another message

Send Messages Menu (2)

- Enter Number and press #
 1. Review message
 2. Mark as Urgent
 3. Mark as Private
 4. Re-Record Message
 5. Report on Send
 6. Report on Read
 7. Add Recipient
 9. Schedule for Delivery
- # Send as is

Greeting Options Menu (3)

1. Personal Greeting
 2. Extended Absence Greeting
 3. System Generated Greeting/Name Recording
 4. Group Mailbox Greetings
 5. Busy Greeting
 6. Out of Office Greeting
 7. Shared Greetings
 9. Forward All Calls to voicemail Greeting
- * Exit Menu

Mailbox Settings Menu (4)

1. Group Lists
 2. Handsfree & Time Saver Options
 3. Security Options
 4. Group Mailbox Settings
 5. Notification Settings
 6. Additional Settings
 7. Advanced Call Features Settings
 9. Live Message Screening Settings
- * Exit Menu

Reminders Menu (5)

1. Reminders Settings
2. Add New Reminder
3. Recurring Reminder Settings
4. One-Off Reminder Settings

Erased Messages Menu (6)

1. Repeat
 2. Restore
 3. Permanently Erase
 4. Reply
 5. Send a Copy
- # Next Message

Switch Account (7)

- Enter Number and press #

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