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Voice Mail Features and Commands

- Feature 980 Send someone a voice mail message
- Feature 981 Open Your Mailbox
- Feature 984 Forward your calls to voicemail
- Feature 985 To find the Voice Mail System's Extension
- Feature 986 Transfer a caller into a voice mailbox:
While on a call, press Feature 986 then dial the mailbox number
- Feature 987 Intercept a live call that went into your voicemail
- Feature 988 Dial by name - other extensions only
- Feature 989 Call Record (must be allowed in Class of Service)

Listening to Messages -

To play new messages Press 2

Old messages Press 6

8 - delete message

6 - saves the current message and skips to the next

1 - replay 9 seconds

11 - goes back to the start of the message

3 - forward 9 seconds

7 - plays the message time and date

5 - forward a copy

2 - Pause/continue

4 - play previous message

77 - save message

Mailbox Options - To change mailbox options —

Press admin, then...

1 - Record you name in the directory

2 - Change personal greetings

4 - change your password

5 - assign your Target Attendant (where a call goes when someone presses 0
from in your mailbox)

6 - access message notification (like a pager)

8 – access outbound transfer