CISCO VOICE MAIL FLOW CHART

LISTENING TO MESSAGES	—	
During Message:		
Review Message SAVE DELETE Slow Playback Change Volume Fast Playback Rewind Pause/resume Fast Forward Fast Forward to End Save as New	1 2 3 4 5 6 7 8 9 #	
After Message:	II II	L,
Repeat Message SAVE DELETE Reply (record or live reply) Reply ALL Forward Message Mark as New Skip Back Message Properties (Date & Time)	1 2 3 4 42 5 6 7 9	
USE THESE KEYS ANYTIME		
Help Cancel/Back up Skip/Move ahead	0 * #	

MAIN MENU 1 Listen to new messages 3 Listen to saved & deleted msgs 2 Send a message 4 Set up options 5 Find a specific message 6 List Meetings (Only available with Unified Messaging.) 7 External Messages SENDING A MESSAGE

Record Message & press #. Enter extension & press #.

- → # Send Message
- → 1 Mark Urgent
- → 2 Return Receipt
- \rightarrow 3 Mark Private
- → 4 Set Future Delivery
- → 5 Review Message
- → 6 Rerecord Message
- → 7 Add to Message
- → 91 Add Names
- → 92 Delete Names
- → 95 Copy Yourself

→ SET UP OPTIONS

Greetings

- \rightarrow 1 Rerecord
- → 2 Turn on Alternate (After enabling greeting, press 1 to set an end date or 2 to turn off manually.)
 - \rightarrow 3 Edit other Greetings
 - → 4 Hear all Greetings

Message Settings

- → 1 Change Message
 Notification
- → 3 Change Menu Style
- → 4 Edit Private Lists (1-25)

Preferences

3

1

- → 1 Change PIN
- → 2 Change Name
- → 3 Directory Listing

Transfer Settings

4

- → 1 Standard Transfer Rule
- → 2 Alternate Transfer Rule
- → 3 Closed Transfer Rule
- → 4 Personal Transfer Rules

(Feature only applies to callers who dial extension from auto attendant, not calls on direct lines.)

Alternate Contact Numbers 5

→ # Edit Transfer Number (Feature must be enabled by system administrator.)