

Voice Exchange Voice Messaging

Getting Started

Call your voice mail number:

When your greeting begins to play press # and enter your password.

You are now in the main menu:

Press 1 to listen to current messages

Press 2 to listen to saved messages

Press 4 to record your greeting

Press 6 to change mailbox options

Listen to Saved Messages

Press 2

- ➊ To hear next message
- ➋ To save
- ➌ To delete
- ➍ To replay message
- ➎ To hear previous message
- ➏ To hang up
- ➐ To hear message date/time
- ➑ To return to main menu

Listen to Current Messages

Press 1

- ➊ To hear next message
- ➋ To save
- ➌ To delete
- ➍ To replay message
- ➎ To hear previous message
- ➏ To hang up
- ➐ To hear message date/time
- ➑ To return to main menu

Record Your Greeting

Press 4

Change Mailbox Options

Press 6

- ➋ To enter your pager number
- ➌ To enter call back number
- ➍ To change password

Hear Your Greeting

Press 5

