### Voice Mail — Quick Reference

**Voice Mail server DID and extension:**

---

**Your extension:**

---

### Main Menu

1. Review messages
2. Scan headers of messages
3. Leave msg for another user
   - Access another voice mail box
4. Change profile, name, greetings
   - Personal profile:
     1. Change password
     2. Return to main menu
   - Recorded name or greetings:
     1. Record name
     2. Record a greeting
     3. Play name & greetings
     4. Activate a greeting
     0. Deactivate all greetings
     - Return to main menu
5. Auto attendant options
   - Return to main menu

---

### Message Review Menu

0. Play current msg, no header
1. Repeat current msg & header
2. Save current msg
3. Erase current msg
4. Reply with new msg
44. Call back using caller ID
5. Forward msg to another user
6. Play previous msg
7. Play next msg
8. Rewind 3 seconds of msg
9. Pause current msg
99. Skip forward 3 seconds of msg

### End review of messages

---


---

*ext = extension, msg = message* 99-30221-01