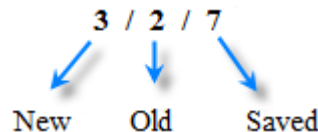


Voicemail Pro

Visual Voicemail

To listen to a message using Visual Voicemail:

1. Press the **Message** button.
2. Enter your **password**.
3. You will see **Listen...**
 - On the Listen line it will indicate different message categories. The categories are as follows:



4. Press the **Select** button.
5. Use the Navigation Arrows to highlight the **category** of message that you would like to listen to, and Press the **OK** button.
 - You will see the date and time the message was left in the display screen.
6. Press the **Listen** softkey button.
 - The message will begin to play through the speakerphone.
7. You can press any of the following softkey buttons while listening or at the end of the message. You will need to Press the **More** softkey to see all options:
 - **Pause / Listen:** Press the Pause softkey to pause the message at the current location. Press the Listen softkey to continue with the message.
 - **Back:** Returns you to previous screen on the phone.
 - **Delete:** Deletes the message from your voicemail box.
 - **Save:** Saves the message in your voicemail box.
 - **Copy:** Allows you to forward the message to another extension with or without your own message.
 - **Call:** Allows you to call the sender back.
8. When finished, Press the **Back** softkey button.

To forward a message to another extension:

1. Press the **Message** button.
2. You will see **Listen**.
3. Press **Select**.
4. Use the Navigation Arrows to highlight the **category** where the message is located.
5. Press **Select** when you get to the category of the message you want to forward.
6. Press the **More** softkey button.
7. Press the **Copy** softkey button.
 - A new screen will appear.
 - You can Press the **Record** button to record your own message to send with the copy.
8. Press the **Send to** softkey button.
9. Enter in the extension of the party you would like to forward the message to.
10. Press the **Done** softkey button.

11. If you would like to add additional party's to forward the message to repeat steps 9 and 10.
12. When you are finished entering in extension to forward to, Press the **Send** softkey button.
 - The message has been forwarded to the designated extensions.

To record and send a message to another extension:

1. Press the **Message** button.
2. You will see **Listen**.
3. Use the Navigation Arrows down to see **Message...**, and Press the **OK** button.
4. Enter in the **extension number** you would like to send the message to.
5. When the name of the party you would like to send the message to, appears in the display area, Press the **Message** softkey button.
6. When you are ready to record your message, Press the button next to **Record**.
 - *DON'T* wait for a beep. Begin speaking as soon as you press Record.
7. When finished, Press the button next to **Stop**.
8. Do one of the following:
 - Press **Record** to add to the message.
 - Press **Listen** to hear your message back.
 - Press **Send to** to add other extension numbers to send the message to.
9. Press the **Submit** button to send the message.
 - Your message has been sent to the designated extensions.

To record a greeting using Visual Voicemail:

1. Press the **Message** button.
2. Using the down Navigation Arrow to see **Greeting...**, and Press the **OK** button.
3. Press the **Record** softkey button to begin recording your new greeting.
 - *DON'T* wait for a beep. Begin speaking as soon as you press Record.
4. When finished recording, Press the **Stop** softkey button.
5. To listen to your greeting, Press the **Listen** softkey button.
 - If you would like to rerecord your greeting, Press the **Record** softkey button again.
6. When you are satisfied with your greeting, Press the **Submit** softkey button.
 - Your new greeting will now be played to all callers leaving a message.

When finished in Visual Voicemail, Press the Phone/Exit button (☎).