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# WIRELESS VOICEMAIL

QUICK REFERENCE GUIDE





## USING THE VOICEMAIL SYSTEM

The wireless voicemail system is menu driven. Listen to the voice prompts and then press the keys on your phone to select which option you would like.

### ACCESSING VOICEMAIL

The first time you access your voicemail box you will be asked to set up your mailbox, and record your name and a greeting to be played by callers. When you have one or more unheard voice messages waiting, your phone will display a voicemail icon in the status bar at the top of your phone screen.

- Select the voicemail icon on your status bar, or dial your phone number.
- Enter your voicemail password.
- If you have new messages, the messages will be identified.
- After hearing any new messages, you will be presented with the Voicemail Main Menu. The Main Menu options are listed in the next column.

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### VOICEMAIL MAIN MENU

ACTION	KEY
Play inbox messages	1
Send messages	2
Work with greetings	3
Mailbox settings	4
Access deleted messages	6
Log on as a different user	7
Exit Voicemail System	*

### MESSAGE PLAYBACK OPTIONS

While listening to your voicemail messages, the following options are available:

ACTION	BEFORE MESSAGE	DURING MESSAGE	AFTER MESSAGE
Skip messages	# (Skips header goes to message body)	# (Skips to next message)	N/A
Save message & go to next	N/A	2	2
Delete	N/A	3	3
Play inbox messages	1	N/A	1
Work with greetings	N/A	5	6
Mailbox settings	3 (from main menu)		
Return to main menu	0	0	0
Menu, Exit Voicemail System	* (repeatedly, depending on how deep in menu)	*	*

### CHANGING YOUR VOICEMAIL PIN

- Access your voicemail box.
- From the Main Menu, press 3 or 4 to change your settings.
- Press 2 to change your PIN.

### RECORDING YOUR PERSONAL GREETING

- Access your voicemail box.
- From the Main Menu, press 3.
- To set up a personal greeting press 2.
- To change the recording of your name press 3.
- To use the defaulted system greeting press 5.
- If you don't record a personal greeting, a generic greeting will be played.

### FORWARDING A MESSAGE

While listening to your messages, you have the option to forward a copy to another recipient. Please note that both the sender and recipient must be RINA subscribers for this feature to work.

- To Forward the current message, press 5.
- Enter an extension number or Distribution Group Number.
- Repeat this step until you've entered all the desired destinations.
- Press # when finished entering destinations.
- You will be prompted to record an introduction.
- After the tone, record your introductory message and press # when finished.
- Press # to send or press 1 for delivery options, followed by # to send. Delivery options include the following:

ACTION	KEY
Review the message	1
Mark message as urgent	2
Mark message as private	3
Re-record your message	4
Request a delivery report	5
Request a read report	6
Add or remove recipients	7
Schedule the message to be delivered in the future	9
Send the message as is	#
Exit or Cancel press	*

