

All Cisco IP phones are equipped with new message indicators. The handset light will illuminate red and a reminder will appear on the main screen

## From Your Phone:

- Press messages button
- Enter Pin then #
- Press
  - 1- Listen to New Message
  - 2- Send a Message
  - 3- Review Old Messages
  - 4- Change Setup Options

## Change Setup Options:

- Press messages button
- Enter Pin then #
- Press 4 to change setup options
- To change greetings- press 1
- To change Pin- Press 3 then 1
- To change Recorded name- Press 3 then 2

## From Any Phone:

- Dial 7777 (on site) or 269-7777 (off site)
- Press \*
- Enter Extension
- Press #
- Enter Pin
- Hit #
- Press
  - 1- Listen to New Message
  - 2- Send a Message
  - 3- Review Old Messages
  - 4- Change Setup Options

### After Listening to a Message:

- 1- Replay Message
- 2- Save Message
- \*3- Delete
- 4- Replay
- 5- Forward Message
- 9- Play Message Properties
- #- Save Message As Is

### While Listening to a Message:

- 1- Restart Message
- 2- Save Message
- \*3- Delete
- 4- Slow Playback
- 6- Fast Playback
- 7- Rewind Message
- 9- Fast Forward Message
- #- Skip to End of Message Options
- ##- Skip to Next Message