

VOICE MAIL | Mail Box Options

General Voice Mail Box Options

Press 1 for New Messages

Press 2 to Change Folders

Press 0 for New Messages

Press 1 for Old Messages

/etc depending on how many folders you have

Press # to cancel (Return to the Main Menu)

Press 3 for Advanced Options (This option is not currently used)

*Press * To Return to the Main Menu*

Press 0 for Mail Box Options

Press 1 to record your unavailable message

Press 2 to record your busy message

Press 3 to record your name

Press 4 to record your temporary greeting

Press 1 to record your temporary greeting

Press 2 to erase your temporary greeting

Press 5 to change your password

Press * to return to the main menu

Voice Message Options

Press 3 for advanced options

Press 1 to send a reply

If the message was left by a caller on the system who has a voice mail box, you can use this option to leave a direct-to-voicemail reply in that person's voice mail box.

Press 3 to hear the message envelope

Time, Message Caller ID,

Press 5 to repeat

Press 7 to delete

Press 4 to navigate to the previous message

Press 6 to navigate to the next message

Press 8 to forward the message to another user

This option is used to forward a voice message to another voice mail box on your AcePBX system. You can choose to forward the message with or without recording pre-penned instructions to the recipient.

Press 9 to save the message

Use this option to save the message in a specific folder within your mail box (including saving it as a new message in the main INBOX). If a message is not saved in a specific folder, and is not deleted, it will be saved automatically in Old Messages.

Questions? | Contact Us
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