

Everett Public Schools - Voicemail Quick Reference Guide

Main Menu

Tone Dialing

Listen to messages
(New or Saved)

1

Record and send
a message

2

Locate messages

3

Options Management

User Options

4

While Listening

Back up 5 seconds	1
Return to start	1 1
Pause / Continue	2
Advance 5 seconds	3
Advance to end	3 3
Decrease speed	4
Slowest speed	4 4
Play message info	5
Increase speed	6
Fastest speed	6 6
Go to saved messages	# #

After Listening

Review	4
Play message info	5
Forward	6
Delete	7
Reply	8
Transfer to sender	8 8
Save	9
Skip message & mark as read	#
Go to saved messages	# #
Quit	*



Record Message

Stop and send	#
Stop and review (Unvoiced option)	1

Recording Options

Send message	#
Continue recording	5
Review message	1
Discard and re-record	*

Address Message

Enter destination Mailbox No.
Address by name #

Send Options

Send	#
Review routing options	0
Cancel destination	*

Confirm Addressing

Send	*
Add destinations	Mailbox No.
Address by name	#

Locate Messages

From another mailbox	1
From outside callers	2
Quit	*

Enter Number

Enter mailbox no. Mailbox No.

Go to
While Listening

Routing Options

Restrict msg forwarding	1
Set urgent delivery	2
Return receipt notification	3
Set future delivery	4
Leave callback no.	8

User Options

Personal options	1
Messaging options	2
Record your standard greeting	4

Messaging Options

Change a personal distribution list	3
Change message forwarding*	4
Change message presentation order	5
Change message envelop settings	6

Personal Options

Record personal greeting	3
Change security code	4
Record your name	5

To backup to a prior menu from your
current location press *