

VM QUICK REFERENCE GUIDE

To Access Your Mailbox

1. Call your Mailbox

2. Press *

3. Enter Your Password

Main Menu

- Review 1
- Change Folders 2
- Advanced Options 3
- Mailbox Options 0
- Help *
- Exit #

Change Folders

- New Messages 0
- Old Messages 1
- Work Messages 2
- Family Messages 3
- Friends Messages 4
- Cancel #

Advanced Options

- Leave Message 5
- Main Menu *

During Review

- Fast Forward #
- Rewind Message *
- Pause & Resume 0
- Restart Message 2
- Previous 4
- Next 6
- Delete Message 7

Mailbox Options

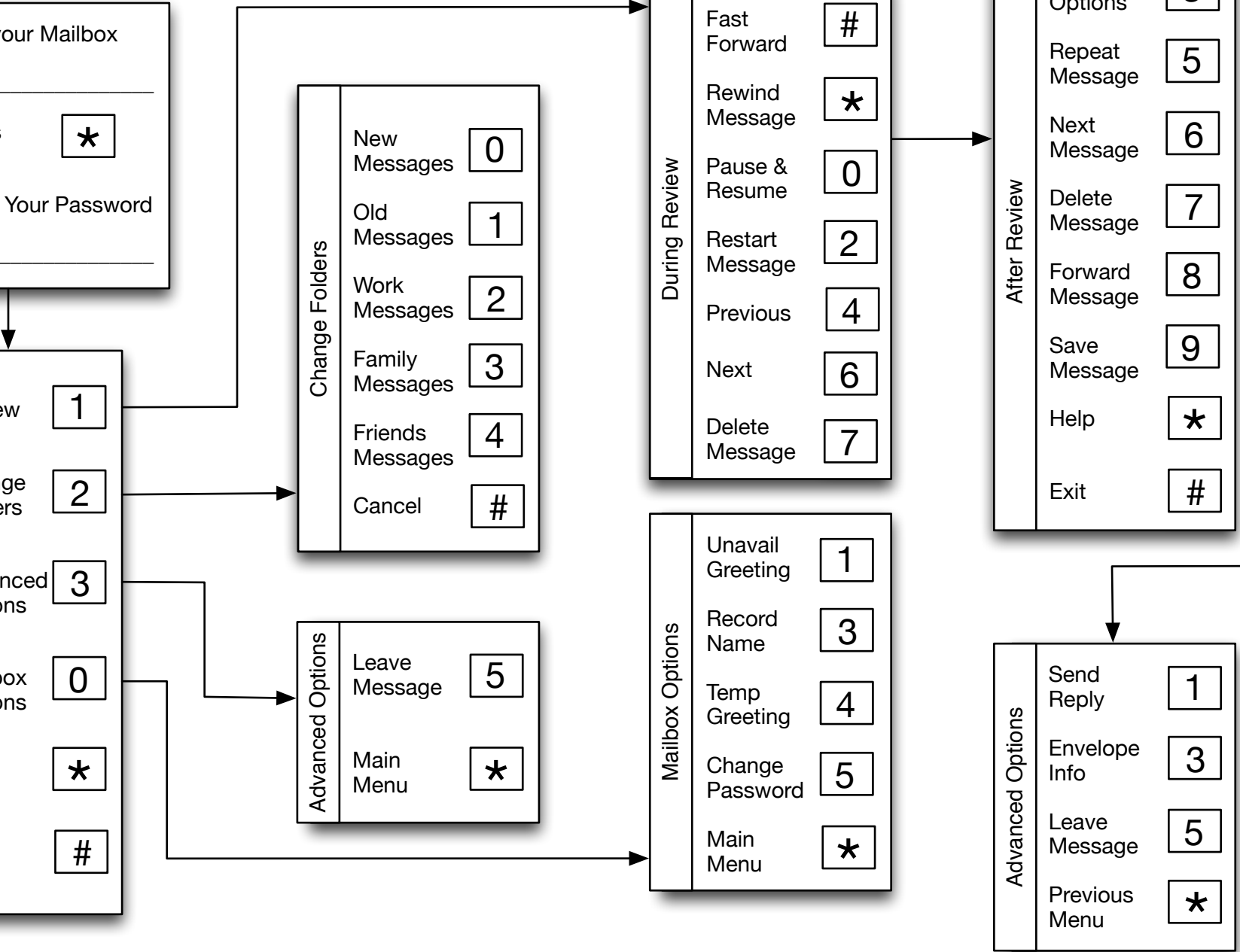
- Unavail Greeting 1
- Record Name 3
- Temp Greeting 4
- Change Password 5
- Main Menu *

After Review

- Advanced Options 3
- Repeat Message 5
- Next Message 6
- Delete Message 7
- Forward Message 8
- Save Message 9
- Help *
- Exit #

Advanced Options

- Send Reply 1
- Envelope Info 3
- Leave Message 5
- Previous Menu *



How do I listen to new messages?

1. Dial your 10 digit voicemail phone number
2. Press * followed by your password
3. Press 1

How do I change my main greeting?

1. Dial your 10 digit voicemail phone number
2. Press * followed by your password
3. Press 0
4. Press 1

How do I record my temporary greeting?

1. Dial your 10 digit voicemail phone number
2. Press * followed by your password
3. Press 0
4. Press 4

How do I change my cellphone notification?

1. Open the following web link: <http://www.oncallmessaging.com/>
2. Enter your mailbox number and password
3. Update the 10 digit cellphone number and select the correct cellphone carrier

How do I disable my cellphone notification?

1. Open the following web link: <http://www.oncallmessaging.com/>
2. Enter your mailbox number and password
3. Update the settings and select NONE/DISABLE from the Carrier Drop-Down menu and press SAVE

How do I delete a message?

1. During or after message playback, press 7

How do I record my name?

1. Dial your 10 digit voicemail phone number
2. Press * followed by your password
3. Press 0
4. Press 3

How do I delete my temporary greeting?

1. Dial your 10 digit voicemail phone number
2. Press * followed by your password
3. Press 0
4. Press 4
5. Press 2