

# Fonality Voice Mail

## Record Voice Mail Greeting

1. Dial 8555 from your desk.
2. Your temporary **password** is your 4-digit phone number. (no #)
3. Press 0, then 1.  
Follow the prompts to record your **unavailable message**. (Callers hear this when you do not answer.)
4. Press 2 to record your **busy message**. (Callers hear this when you are on the phone.)
5. Press 3 to record your **name**.
6. Press 5 to change your **password**.

## To Dial Voice Mail

Use 4-digit number when prompted for mailbox (phone number). Don't use #.

**At your desk:** Dial 8555, or press Msgs key, then lift receiver.

**Away from SCOE:** Dial 524-2605.

**For another line:** Dial 8500.

**Old messages on AT&T Voice Mail:** 524-2416 (Use # after pw, mailbox.)

## Main Menu

- 1 Play new messages
- 2 Change folders (old or new)
- 3 Advanced options
- 0 Mailbox options
- \* Help
- # Exit voice mail

## Play messages

- 2 Skip to the beginning of the message
- 3 Advanced Options
- 5 Repeat current message
- 6 Skip the current message
- 7 Delete the current message  
Press 7 twice to delete while listening.
- 8 Forward to another extension
- 9 Save the current message to a folder
- # Fast forward the message 3 seconds
- \* Rewind the message 3 seconds

## Advanced options

- 1 Send Reply
- 2 Call back
- 3 Message envelope
- \* Main menu

## Forward

Enter extension.

- 1 Pre-pend (record your message before the forwarded message).  
Press # when done.  
It says "Message saved."  
when message is sent.

## Mailbox options

- 1 Unavailable message (no answer)
- 2 Busy message (you're on the phone)
- 3 Name
- 4 Temporary greeting (alternate greeting)
- 5 Change your password
- \* Main menu

Record both.

## Record Temporary Greeting:

Record at the beep. Press # when done.

1. Accept
2. Listen
3. Re-record

## Delete Temporary Greeting:

- 1 Record. Press # when done.
2. Erase