

Visual Voicemail Guide

Aastra 6755i, 6757i and 6757iCT

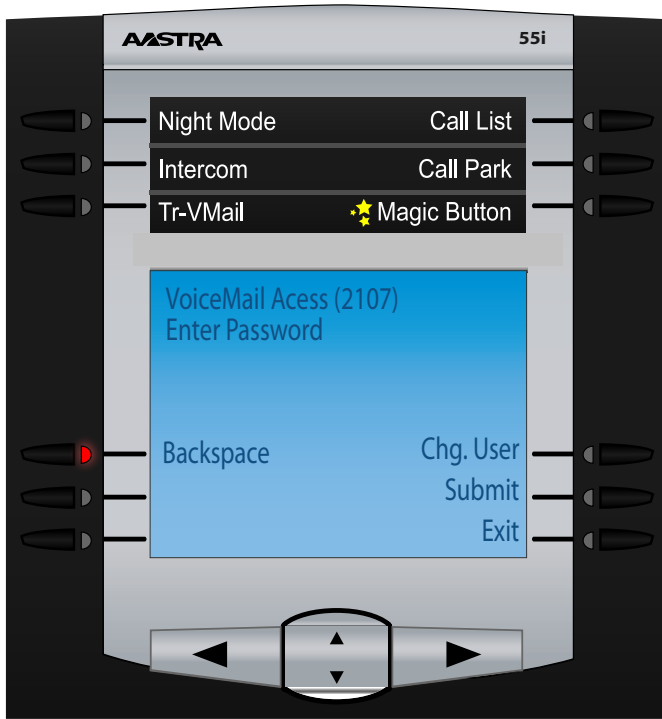
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Visual Voicemail gives you a whole new way to interact with your voicemails by giving you a graphical look of all your new or saved voicemails and allowing you to pick which voicemails you want to listen, delete or move. This feature gives you a visual of each voicemail by showing you the Caller ID Name and Number of each message for fast retrieval. Just imagine: No more having to listen to all your messages just to find that one voicemail!

To Check your voicemail, press the voicemail button. Enter your password, if required, and press the submit button.

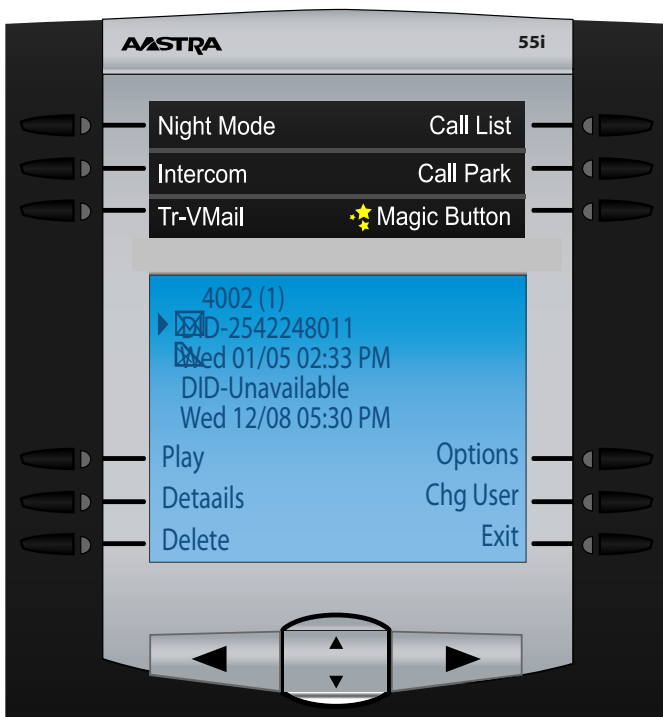


You can also choose to log in with a different extension and their voicemail password to check other users voicemail boxes by pressing the Chg. User button.



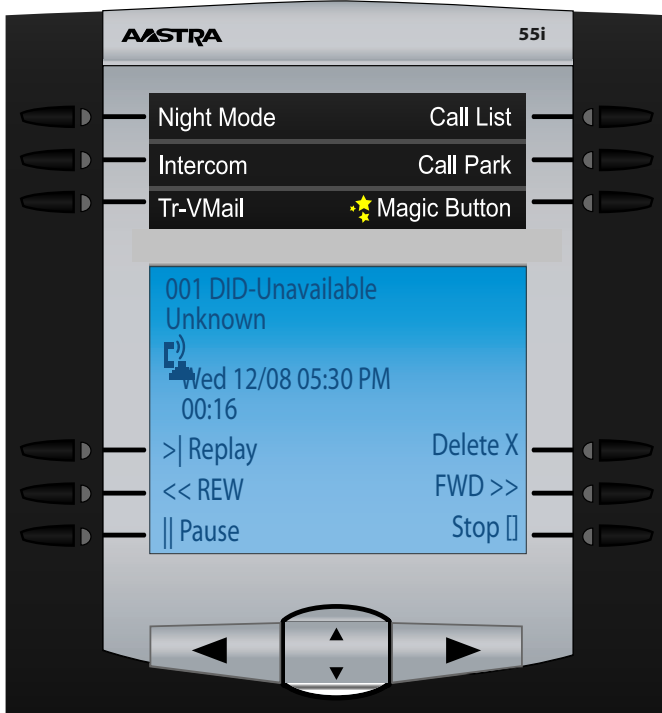
Once you are logged in as a user you will see your Voicemails. You can use the up/down arrow key to scroll through all of your messages. You also have the following options

- **Play**- This will play the currently highlighted voicemail.
- **Details**- This will give you more in-depth details of the highlighted voicemail
- **Delete**- This will delete the highlighted voicemail.
- **Options**- This will give you system options like changing your voicemail greeting & password.
- **Chg User**- Log in as a different user by pressing this button
- **Exit**- Leave the voicemail application and return back to the main screen.



Interacting with a Voicemail Message

You can use the up and down keys to scroll to which message you would like to interact with and press the play button from the main Voicemail Screen



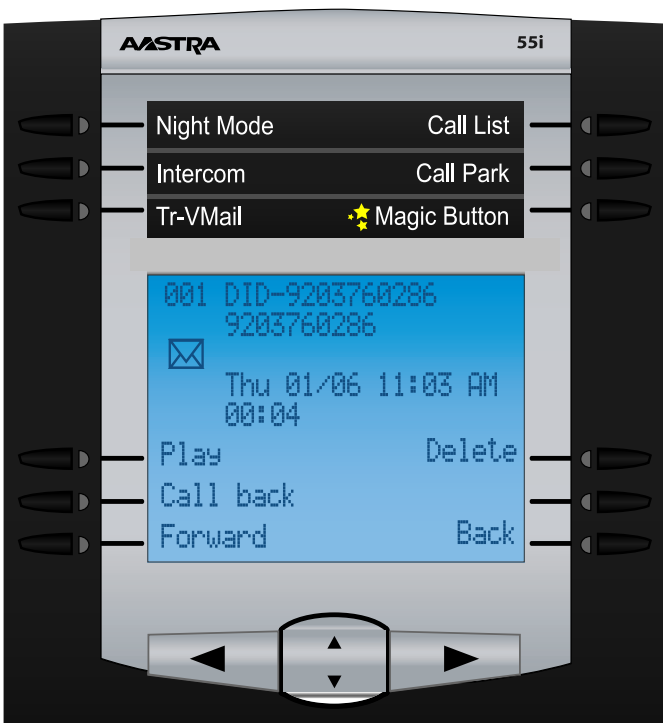
While a message is being played you have the following options

- **Replay**- Press this to re-start the message
- **Rew**- Rewind 3 seconds
- **Pause/Resume**- Pause the playback or if paused resume the playback
- **Delete**- Delete this voicemail
- **Fwd**- Fast Forward 3 seconds
- **Stop**- Stop the Message and go back to the main voicemail screen

In-depth Details of a Voicemail Message

On the main Voicemail Screen we also get a Details option. If we press this option it will give us indepth details on the voicemail that is currently highlighted. You will now see the Caller ID of who left the voicemail, the exact date and time the voicemail was left at and the duration of the voicemail. The other options available while in detail mode are:

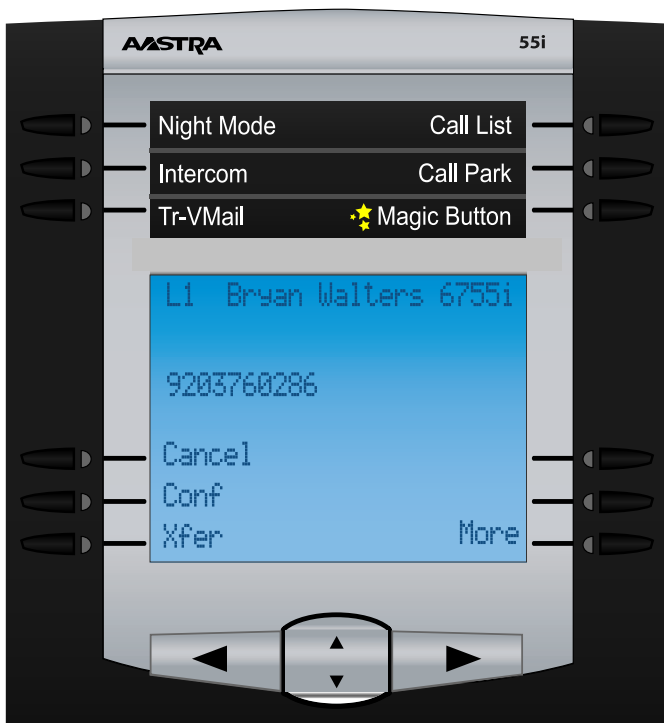
- **Play**- Press this to play the message
- **Call back**- Press this option to Call the person back who left the voicemail based on the Caller ID of the Voicemail
- **Forward**- Forward the voicemail to other users on your phone system
- **Delete**- Delete the voicemail
- **Back**- Go back to the main Voicemail Screen



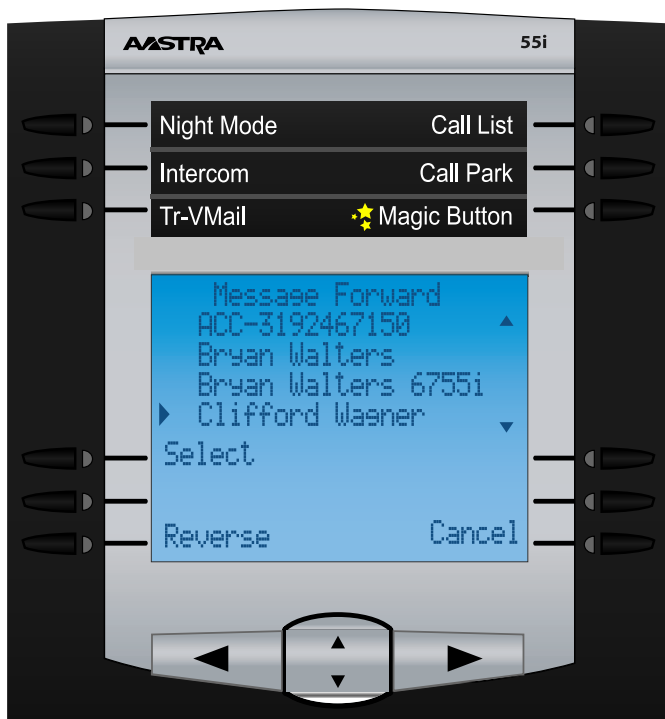
The Call Back option that is displayed under the Details of a voicemail will allow you to call back the person who left the voicemail for you.



After pressing the Call Back button we can use the backspace button to edit the number if need be or press the Dial button to call the person. To exit back to the previous screen press the cancel button



To Forward a Voicemail to another user you simply go to the detail section of a Voicemail and press the Forward Button.



From here you can use the up/down keys and press the select key next to each user you want to forward a voicemail to. You can pick one or more users at any given time. Each user who is selected to receive a copy of the forwarded voicemail will have a check box next to their name.



Press the submit button and your voicemail will be forwarded.

Voicemail Options

Lastly we have some settings that we can change under the Options on the main voicemail screen. From here we can:

- **Change Password**- Allows us to change our Voicemail Password
- **Enable/Disable Auto Login**- By default this is disabled, when enable you press the voicemail button on your phone and it will not prompt you to enter your voicemail password.
- **Play Name**- This will play the name associated with your extension. This name is used for things like the Magic Button and Company Directory.
- **Modify Name**- Re-record your Name.
- **Delete Name**- Delete the recording associated with your Name
- **Play Unavailable**- This will play your Unavailable Greeting. This is the greeting that is played to callers when they call your extension and you do not answer the call.
- **Modify Unavailable**- Re-Record your Unavailable Greeting
- **Delete Unavailable**- Delete the recording associated with your Unavailable Greeting
- **Play Busy**-This will play your Busy Greeting. This is the greeting that is played to callers when they call your extension and you are in Do Not Disturb or on another call.
- **Modify Busy**- Re-Record your Busy Greeting
- **Delete Busy**- Delete the recording associated with your Busy greeting
- **Record Temporary**- Allows you to record a temporary greeting that will be played to all callers until you remove the Temporary Greeting.
- **Reset Greetings**- This will remove all your greetings and names recorded for this voicemail box.

