

1. Press the Voicemail Button  
 2. Enter your password if it asks for your password  
 3. Use the up/down button to scroll to which voicemail you want to listen to and press the select button. You now have the option of deleting, saving or forwarding the message. Please follow the onscreen buttons for all features of the Visual Voicemail.

**To Check your Visual Voicemail on Phones with Visual Voicemail :**

**Option 5**

- 1. Dial \*98 from any phone
- 2. Enter your Extension Number
- 3. Enter your Password

**To Check your Voicemail from a different phone in the office :**

**Option 4**

- 1. Press the Voicemail/Message button or dial \*97 from your phone
- 2. Enter Your Password

**To Check Voicemail from your phone:**

**Option 3**

- 1. Call your DID or have the receptionist transfer you to your extension.
- 2. When your voicemail greeting answers press \*
- 3. Enter your Password

**To check your voicemail from outside the office :**

**Option 2**

- 1. Dial phone number \_\_\_\_\_
- 2. Wait for the IVR/Automated Attendant to answer.
- 3. Dial \_\_\_\_\_
- 4. Enter your Extension number
- 5. Enter you Password

**To check your voicemail from outside the office :**

**Option 1**

**How to Access Your Voicemail**  
 All Options that are checked apply to your specific system



**Voicemail User Guide**



Schmooze Com Inc.

Main Menu

1 Listen to Current Voicemails

While listening to a message you can execute the following commands.

- |   |                        |   |                        |   |                     |
|---|------------------------|---|------------------------|---|---------------------|
| 4 | Play Previous Message  | 7 | Delete Current Message | # | Fast Forward 3 Secs |
| 5 | Repeat Current Message | 8 | Forward Message (1)    | * | Rewind 3 Secs       |
| 6 | Play Next Message      | 9 | Save Message           |   |                     |

2 Change Voicemail Folders

Choose which folder contains the voicemail you would like to listen.

- |   |                         |   |                            |
|---|-------------------------|---|----------------------------|
| 0 | Switch to new messages  | 3 | Switch to family messages  |
| 1 | Switch to old messages  | 4 | Switch to friends messages |
| 2 | Switch to work messages | * | Cancel                     |

3 Advanced Options

Please choose from the following options;

- |   |                              |
|---|------------------------------|
| 4 | Place outgoing call          |
| 5 | Leave voicemail for user (1) |
| * | Return to main menu          |

0 Mailbox Options

Please choose from the following options;

- |   |                                 |   |                               |
|---|---------------------------------|---|-------------------------------|
| 1 | Record unavailable Greeting (2) | 4 | Record Temporary Messages (2) |
| 2 | Record Busy Greeting (2)        | 5 | Change your password          |
| 3 | Record Your Name (2)            | * | Return to main menu           |

(1) While forwarding a message or leaving a message for a user, you can choose the following:

- |   |   |   |                                     |
|---|---|---|-------------------------------------|
| 1 | Enter the extension direct<br><i>Enter an asterisk between extensions to send to multiple people.</i> | 1 | Prepend Your Message Before Sending |
|   |   | 2 | Send Message Without Prepending     |
| 2 | Lookup Name by Directory  |   |                                     |

(2) While Recording your greeting you can choose the following commands:

- |   |                       |   |                        |   |                          |
|---|-----------------------|---|------------------------|---|--------------------------|
| 1 | Accept Your Recording | 2 | Review Your Recordings | 3 | Re-Record Your Recording |
|---|-----------------------|---|------------------------|---|--------------------------|