

Voice Messaging System (VMS) Quick Reference



To Access the Directory

- Dial **4** on any workspace phone.

To Record the Auto-Attendant Greeting

- 1** Pick up the handset, dial **2**, and wait for the prompt.
- 2** (Optional) If the phone is not assigned to the Reception workspace, press **#**, and then enter the Reception workspace's extension number (default is 2000).
- 3** Enter the Reception workspace's VMS password (default is 0000).
- 4** Follow the voice prompts to record the Auto-Attendant greeting.

To Log On to the VMS

- 1** Dial ***** on a workspace phone.
- 2** (Optional) Press **#**, and then enter the workspace's extension number if you want to log on to the VMS for a workspace that is not associated with this phone.
- 3** Enter the workspace's VMS password.
- 4** If you hear a list of your personal and shared workspaces, press the number associated with the workspace whose VMS you want to access.

To Change a Workspace's VMS Password

- 1** Pick up the handset, and dial *****.
- 2** Enter the current VMS password. (The default password is the workspace's extension number.)
- 3** Select a workspace (if applicable).
- 4** Press **3** (workspace settings).
- 5** Press **2** (change password).
- 6** Follow the voice prompts.

To Record a Workspace's Name

- 1** Pick up the handset, and dial *****.
- 2** Enter the workspace's VMS password.
- 3** Select a workspace (if applicable).
- 4** Press **3** (workspace settings).
- 5** Press **1** (workspace greetings).
- 6** Press **2** (record workspace name).
- 7** Follow the voice prompts.

To Record a Voicemail Greeting

- 1** Pick up the handset, and dial *****.
- 2** Enter the workspace's VMS password.
- 3** Select a workspace (if applicable).
- 4** Press **3** (workspace settings).
- 5** Press **1** (workspace greetings).
- 6** Press **1** (record voicemail greeting).
- 7** Follow the voice prompts.

To Listen to Voicemail Messages

- 1** Dial ***** on a workspace phone.
- 2** Enter the workspace's VMS password.
- 3** Select a workspace (if applicable).
- 4** Press **1** to listen to new messages, or press **2** to listen to old messages.
- 5** Follow the voice prompts.

Press...	To...
#	Skip to the next message
1	Rewind
2	Pause or Resume
3	Fast forward
4	Skip to the previous message
5	Listen to the message envelope (date, time, and other information)
6	Forward the message to another workspace
7	Delete the message
8	Reply to the message
*	Return to the workspace's main menu
0	Replay menu options

To Access the VMS From an External Phone

- 1** Phone your workspace extension.
- 2** Press ***** during the voicemail greeting.

To Access the VMS From the Auto-Attendant

- 1** Press ***** during the Auto-Attendant greeting.
- 2** At the password prompt, press **#** and enter your workspace extension number.

To Call a Workspace's Voicemail Directly

- Dial ***** followed by the workspace's extension number. For example, ***2001**.

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