IP TELEPHONE

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Voicemail and Key Function Guide

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VOICEMAIL

Voicemail service allows callers to leave messages when your line is busy, or you don't answer. Your mailbox can store up to 240 seconds per message. Your greeting can be up to 60 seconds. Basic analog phone users should note, there will be a stutter dial tone when you pick up your phone indicating a voicemail is waiting.

Voicemail Setup and Retrieval

Callers can leave you messages before your mailbox has been setup; however, you will not be able to listen to your messages or use the other features in your mailbox until you complete the setup process.

Voicemail setup/retrieval via telephone:

- **Setup:** From your new line dial 515-830-3510 or *123 and follow the prompts to enter your full 10-digit number and PIN (default PIN 139713).
- **Retrieval:** Dial your phone number from any phone, during the greeting press *, enter your PIN and follow the prompts.
- **Retrieval alternative:** Dial 515-830-3510 and follow the prompts to enter your full 10-digit number and PIN.

COMMONLY USED FUNCTION KEYS	
KEY	**FUNCTION**
1	Get new messages.
2	Send message to another user on this Voicemail system.
3	Work with greetings.
4	Change settings.
6	Get deleted messages.
8	Pauses all activity for 30 seconds and then returns you to the beginning of the section. While the activity is paused, you can also press any key to return to the beginning of the section without having to wait for 30 seconds.
*	This key performs two functions. When recording a message or entering numbers, it cancels the current input and prompts you to enter the input again. Otherwise, * takes you up a level of the menu. Pressing * repeatedly will help you work your way back through the levels until you reach the main menu.
#	This key performs two functions. When recording a message or entering numbers, # is used to indicate the end of your input. Otherwise, # is used to move forward in a list of options.
0	This key plays helpful hints about the system.

FUNCTIONS WHEN LISTENING TO A MESSAGE	
KEY	**FUNCTION**
6	Increases the volume of the message. Press 6 several times to incrementally increase the volume.
7	Slows the playback of the message. Press 7 several times to incrementally reduce the speed of the message.
8	Pauses the playback of the message for up to 20 seconds. A recurring "ping" sound informs you the message is paused. Pressing 8 again resumes the playback.
9	Speeds up the playback of the message. Press 9 several times to incrementally increase the speed of the message.
7 7	Skips back 5 seconds.
9 9	Skips forward 5 seconds.