

## Voicemail Quick Start Guide – 8800 Series Phones

<b>Accessing Voicemail System</b>	<b><u>From Your Cisco Phone (on-campus)</u></b> <ul style="list-style-type: none"> <li>• Press <b>Messages</b>  button</li> <li>• Enter your <b>Pin</b> followed by #</li> </ul>
	<b><u>From Other Cisco Phone (on-campus)</u></b> <ul style="list-style-type: none"> <li>• Dial <b>3599</b></li> <li>• Enter your <b>ID</b> followed by # (<i>your ID is your 4-digit extension</i>)</li> <li>• Enter your <b>Pin</b> followed by #</li> </ul>
	<b><u>From Non-Cisco Phone (off-campus)</u></b> <ul style="list-style-type: none"> <li>• Dial <b>757-825-3599</b></li> <li>• Enter your <b>ID</b> followed by # (<i>your ID is your 4-digit extension</i>)</li> <li>• Enter your <b>Pin</b> followed by #</li> </ul>

<b>Initial Voicemail Setup</b>	<b>Access Voice Mail System as described above.</b> <ul style="list-style-type: none"> <li>• Your <b>ID</b> is your 4-digit extension</li> <li>• Your temporary <b>Pin</b> is <b>13579</b></li> </ul>
	<b>Follow the voice prompts to</b> <ul style="list-style-type: none"> <li>• Record your <b>Name</b></li> <li>• Record your <b>Standard Greeting</b></li> <li>• Set your own <b>Pin</b> (<i>minimum 4 digits</i>)</li> </ul>

<b>Change Voicemail Setup Options  (after accessing voicemail system)</b>	<b><u>Re-Record Greeting</u></b> <ul style="list-style-type: none"> <li>• Select option <b>4 – Setup Options</b></li> <li>• Select option <b>1 – Change Your Greetings</b> <ul style="list-style-type: none"> <li>○ <i>System will play your current greeting. To skip playback, press #</i></li> </ul> </li> <li>• Select option <b>1 – Re-Record Current Greeting</b> <ul style="list-style-type: none"> <li>○ <i>At tone, record your greeting, then press #</i></li> </ul> </li> </ul>
	<b><u>Change Pin</u></b> <ul style="list-style-type: none"> <li>• Select option <b>4 – Setup Options</b></li> <li>• Select option <b>3 – Preferences</b></li> <li>• Select option <b>1 – Change Pin</b> <ul style="list-style-type: none"> <li>○ <i>Enter new Pin (minimum 4 digits), then press #</i></li> </ul> </li> </ul>
	<b><u>Change Recorded Name</u></b> <ul style="list-style-type: none"> <li>• Select option <b>4 – Setup Options</b></li> <li>• Select option <b>3 – Preferences</b></li> <li>• Select option <b>2 – Change Recorded Name</b> <ul style="list-style-type: none"> <li>○ <i>System will play your current recorded name</i></li> <li>○ <i>To keep current name, press *</i></li> <li>○ <i>To record a new name, say your name at the tone, then press #</i></li> </ul> </li> </ul>

# Voicemail Menu

## Main Menu

**1**  
Play New Messages

## While Listening to Message

- 1 Repeat
- 2 Save
- 3 Delete
- 4 Decrease Playback
- 5 Change Volume
- 6 Increase Playback
- 7 Skip Back
- 8 Pause/Resume
- 9 Skip Forward
- # Skip to End
- ## Skip to Next Message
- 12 Go to Message #
- 14 Previous Message
- 16 Next Message

## After Listening to Message

- 1 Repeat
- 2 Save
- 3 Delete
- 4 Reply
- 42 Reply to All
- 44 Call Sender
- 5 Forward
- 6 Mark it New
- 7 Skip Back
- 9 Message Properties
- # Skip to Next Message
- 12 Go to Message #
- 14 Previous Message
- 16 Next Message

**2**  
Send Message

## Record and Address Message

### Recording Menu

- 8 Pause/Resume Recording
- # End Recording

### Search Directory for Recipient(s)

- ## Switch Between Name/Extension Lookup

### Select Recipient(s)

- # Select Current Name
- 7 Hear Previous Name
- 9 Hear Next Name

## Send Message Menu

- # Send Message
- 1 Mark Message Urgent
- 2 Request Return Receipt
- 3 Mark Message Private
- 4 Set Future Delivery
- 5 Review Recording
- 6 Re-Record
- 7 Add to the Message
- 91 Add Name
- 92 Hear All Names/Delete Names
- 95 Copy Yourself on Message

**3**  
Review Old Messages

## Review Old Messages Menu

- 1 Saved Messages
- 2 Deleted Messages

## Greeting Menu

- 1 Re-Record Current Greeting
- 2 Turn On/Off Alternate Greeting
- 3 Edit Other Greetings
- 4 Play All Greetings

**4**  
Setup Options

## Setup Options Menu

- 1 Change Your Greetings
- 2 Message Settings
- 3 Preferences
- 4 Transfer Settings

## Preferences Menu

- 1 Change Pin
- 2 Change Recorded Name
- 3 Change Directory Listing

**6**  
List Meetings

## List Meetings Menu

- 1 Today's Remaining Calendar Events
- 2 Tomorrow's Calendar
- 3 Calendar for Selected Date

## Calendar Menu

- 1 Repeat
- 2 Hear Details
- 41 Accept Event
- 42 Cancel Event
- 5 List Participants
- 61 Send Message to Organizer
- 62 Send Message to Participants
- 7 Previous
- 9 Next

**\***  
Exit/Cancel (all menus)

**0**  
Help (all menus)