

Voicemail

Quick reference guide

Voicemail Access

From your extension:
Dial 71701, enter your extension followed by the # sign **OR** press the envelope button on your phone.

From another extension:
Dial 71701, enter your extension followed by the # sign.

Review messages

1

Review messages	
New messages	1
Old messages	2
Group messages	3
Main menu	*
<hr/>	
Review messages -	
1 or 2	
Reply	1
Next/Save	2
Delete	3
More options	0
Previous menu	*
<hr/>	
More options - 0	
Message info	1
- External or internal	
- Priority type	
- From caller ID or extension	
- Timestamp	
Forward to ext.	2
Call back	3
Previous menu	*
<hr/>	
Group messages - 3	
Select group	#
Previous menu	*

Change greeting

* 2

Record greeting	
First/Last name	1
Internal	2
External	3
After hours	4
Lunch time	5
Meeting	6
Weekend vacation	7
Exit voicemail	9
Main menu	*
<hr/>	
Change greeting - 2	
Review	1
Record	2
Delete	3
Exit voicemail	9
Previous menu	*

Main menu

*

Change user preferences

* 3

Change user pref.	
Password	1
Call waiting	3
Busy handling, Ring no answer handling, Internet outage routing	4
Email notification	6
Exit voicemail	9
Main menu	0
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Change user pref. - 4	
Busy handling	1
Ring no answer handling	2
Internet service outage routing	3
Previous menu	*

Change forwarding rule

* 4

Change forwarding rule	
Listen to rule	1
Set current call as forwarding rule *†	2
Set rule	3
Delete rule	4
Exit voicemail	9
Main menu	*
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* Takes the number from the Caller ID you are dialing in on and immediately sets it as your call forwarding number.	
† Supports phone numbers from within your company phone system only. External numbers are not supported.	

Set a specific greeting

* 5

Set a specific greeting	
Business hours	1
After hours	2
Lunch time	3
Meeting	4
Weekend	5
Vacation	6
Greeting in use	0
Exit voicemail	9
Main menu	*

Misc options

Announce only mode on/off	* 6
Exit voicemail	* 9

You must have a voicemail password to access these options.
For help visit: itservicedesk@montgomerycollege.edu.