

# Voice Mail Instructions

## ***Leave a Call Answer Message***

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When leaving a call answer message, you have several options for making full and efficient use of the system. When it answers the phone, you can:

- Press **1** to skip the greeting (if you're sure you won't be missing new information the called party might have left for you in the greeting).
- Leave a detailed message (it is generally more efficient to convey information than to simply request a return call).
- Press \* **D** or \* **3** to delete and start over.
- Press **1, 2, 3** to stop recording and review your message.

Before, or after leaving a message, you can:

- Escape to a covering extension by pressing **0**.  
(It is possible that no covering extension has been assigned, and this won't work. Check with your system administrator.)
- Transfer to another extension (may not be active on your system):
  - a. Press \* **T** or \* **8**.
  - b. Enter the extension.
  - c. Press **#**.
- If the receiver's mailbox is on the same system as your own, you can log into yours by pressing \* **R** or \* **7**.

**NOTE:** if you record a message and then either hang up or go to another option, the system delivers your message to the person you are calling. You don't have to approve it. To prevent delivery of your message, you must delete it with \* **3**.

After recording a message and approving it with **#**, you can mark it as *Private* (non-forwardable) by pressing **1** or mark it as *Priority* by pressing **2**.