Voicemail Menu Tree

V1.0 March 2021

Press * to return to the previous menu

Press ** to return to the main menu

Main menu	
1	To listen to your messages
2	To leave a voice message
3	To work with your voicemail greetings
4	To change your mailbox settings, for example your PIN, or to modify any distribution lists

Message management	
1	To listen to the message again
2	To save the message and move on
3	To delete the message
0	For further options
#	To call the sender

Other message management options	
4	For more ways to respond
5	To play the message header information
8	If you just need more time

Send a message
Follow instructions to send a message

Manage greetings	
1	To change your personal greeting for all calls
2	To change your personal greeting for unanswered calls
3	To change your personal greeting for calls when busy
0	For something else

Other greetings options	
4	To set up your 'Out of hours' greeting
5	To set up your 'Extended absence' greeting
6	To record your name

Mailbox settings	
1	To set up or change your distribution list
2	To change your login options
0	For all other options

Login options	
1	To change your PIN
2	To set up your fast-login

Fast login options	
1	To change fast login option
2	To change pin skip

Other mailbox settings	
3	To change how you are notified of new messages
4	To change how your messages are played when you access your mailbox
5	To set up or change your business days and hours
6	To change your options for receiving faxes

Message play options	
1	Hear new messages as soon as you access your voicemail
2	To set how they are played

Message play options	
1	To include headers only
2	To include message bodies only
3	To include both message headers and body

Business days and hours	
1	To set up your business days
2	To set your business hours
*3	To keep to our standard setting