Telesphere/Polycom Voicemail Quick Start Guide

VOICE MESSAGING MAIN MENU

Press

1   **Voice Messaging** (retrieve messages)
2   **Comm Pilot Express** (reference the Mysphere Assistant Toolbar for more information)
3   **Personalize Name**
8   **Passcode**
9   **Exit**
Repeat Menu

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1 VOICE MESSAGING

Press

1   Play Messages
2   Busy Greeting Menu
3   No Answer Greeting Menu
5   Compose Message Menu
7   Delete All Messages
8   Personalized Name
*   Comm Pilot Voice Portal (Main Menu)
#   Repeat Menu

2. Busy Greeting

1   Record new "Busy" Greeting
2   Listen to current "Busy" Greeting
3   Revert to system "Busy" Greeting (Do Not Disturb sends caller to Busy Greeting)
*   Previous Menu
#   Repeat Menu

3. No Answer Greeting

1   Record new "No Answer" Greeting
2   Listen to current "No Answer" Greeting
3   Revert to system "No Answer" Greeting
*   Previous Menu
#   Repeat Menu

3 PERSONALIZED NAME

Press

1   Record new Personalized Name
2   Listen to current Personalized Name
*   Previous Menu
#   Repeat Menu

8 CHANGE PASSCODE - (6 – 14 DIGITS)

Enter new passcode, #
*   Previous Menu

VOICE MESSAGING LOGIN

Press **Messages** button or dial your own number

FROM YOUR OWN PHONE:

Enter **passcode**, then #

FROM ANOTHER PHONE:

Press * during greeting then
Enter **passcode** (default, then #

1. VOICE MESSAGING

1   Play Messages
2   Skip Envelope (date & time)

Press: While listening to message:

1   Skip Backward 3 seconds
4   Skip Back to Beginning of message
3   Skip Forward 3 seconds
6   Skip Forward to End of message
2   Pause / Resume playback
5   Play message Envelope
8   Initiate call to Sender
9   Additional Options:
     1 Reply to Message
     2 Forward Message (cannot Forward Confidential Messages)
7   Delete message
Save message

Press: After listening to a Message:

4   Return to previous message
6   Move to next message

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LEAVING MESSAGES

During greeting

Skip Greeting, record message at tone
*   Password prompt
0   Transfer out of voicemail to configured number

Review message:

1   Erase message and record again
3   To Forward message
5   To send to a Distribution list
2   Listen to current message
6   Set or clear the Urgent indicator (New Urgent messages are played first)
7   Set or clear the Confidential Indicator
*   Return to Voice Portal Main Menu
#   Repeat menu

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