



# VOICE MESSAGING

POCKET GUIDE



## To review messages

New Messages



All Messages



## While listening to a message

### Position

Rewind



Pause/Continue



Fast-forward



End



Skip



### Volume

Down



Normal



Up



### Speed

Slower



Faster



### Information

Message Info



## After listening to a message

Replay



Forward



Erase



Save message



Access # \_\_\_\_\_

Mailbox # \_\_\_\_\_

# Voice Messaging

## Three Ways To Access Your Voicemail

- >> Dial **\*** **9** **8** from your primary Integra line.
- >> Dial your mailbox number; press **7** during the greeting.
- >> Call Integra Customer Care (1-866-INTEGRA) for local access number.

From the Main Menu, press:

### **2** To Send a Message

- A. Record
- B. **#** End
- C. Enter Destination
- D. **4** Delivery Options
  - 1** Private
  - 4** Confirmation
  - 2** Urgent
  - 5** Future Delivery
- E. **#** Send

### **4** For Personal Options

- 1** Notifications On/Off
- 2** Administrative Options
  - 1** Passwords
  - 2** Group Lists
  - 3** Prompts
  - 4** Message Envelope Info.

### **3** Greetings

- 1** Personal Greetings
- 2** Extended Absence
- 3** Name

### **4** Notification Schedules

### **\*** Previous Menu

If you've purchased a Premium Voicemail Box with enhanced WebMessage<sup>sm</sup> service, you can access it at <https://webvm.integra.net>