Outlook VM Call Attendant Voice Mail Reference

To retrieve outlook voicemail from a district phone

Dial 54401 (CISCO Phones)

Dial 54400 (NORTEL Phones)
Enter your PIN # and Ext. #.

*Your default voicemail PIN is emailed to you by Outlook. You can change this later (see additional commands) by default, the system responds by voice commands.

Press 0 at anytime to use the phone KEYPAD TO NAVIGATE

Press 1 for **VOICE MESSAGES**
Press 2 for **EMAIL MESSAGES**
Press 3 for **CALENDAR OPTIONS**
Press 4 to   **FIND A CONTACT**
Press 5 to   **COMPOSE A MESSAGE**
Press 6 to   **CHANGE PERSONAL OPTIONS**
Press 7 to   **TURN OFF VM GREETING**
Press 0 to   **REPEAT MENU**

Additional Commands

Personal Options Menu (#6)
Press 1 to **turn ON/OFF VM GREETING**
Press 2 to **RECORD GREETING / CHANGE PIN #**

Voice Mail Message Menu (#1)
Press # for **NEXT MESSAGE**
Press 1 to **REPLAY MESSAGE**
Press 2 to **CALL BACK**
Press 7 to **DELETE MESSAGE**
Press 11 for **PREVIOUS MESSAGE**

Email Message Menu (#2)
Press # for **NEXT MESSAGE**
Press ## for **NEXT UNREAD MESSAGE**
Press 1 to **REPLAY**
Press 2 to **CALL BACK**
Press 4 to **ACCEPT MESSAGE**
Press 7 to **DELETE MESSAGE**
Press *7 to **UN-DELETE MESSAGE**
Press 8 to **REPLY**
Press 11 for **PREVIOUS MESSAGE**

To retrieve outlook voicemail from a personal phone

Dial 585-4401 (CISCO Phones)

Dial 585-4400 (NORTEL Phones)
Enter your PIN # and Ext. #.

*Your default voicemail PIN is emailed to you by Outlook. You can change this later (see additional commands) by default, the system responds by voice commands.

Press 0 at anytime to use the phone KEYPAD TO NAVIGATE

Press 1 for **VOICE MESSAGES**
Press 2 for **EMAIL MESSAGES**
Press 3 for **CALENDAR OPTIONS**
Press 4 to   **FIND A CONTACT**
Press 5 to   **COMPOSE A MESSAGE**
Press 6 to   **CHANGE PERSONAL OPTIONS**
Press 7 to   **TURN OFF VM GREETING**
Press 0 to   **REPEAT MENU**

Additional Commands

Personal Options Menu (#6)
Press 1 to **turn ON/OFF VM GREETING**
Press 2 to **RECORD GREETING / CHANGE PIN #**

Voice Mail Message Menu (#1)
Press # for **NEXT MESSAGE**
Press 1 to **REPLAY MESSAGE**
Press 2 to **CALL BACK**
Press 7 to **DELETE MESSAGE**
Press 11 for **PREVIOUS MESSAGE**

Email Message Menu (#2)
Press # for **NEXT MESSAGE**
Press ## for **NEXT UNREAD MESSAGE**
Press 1 to **REPLAY**
Press 2 to **CALL BACK**
Press 4 to **ACCEPT MESSAGE**
Press 7 to **DELETE MESSAGE**
Press *7 to **UN-DELETE MESSAGE**
Press 8 to **REPLY**
Press 11 for **PREVIOUS MESSAGE**

*Remember to PRESS # to save your changes.
*Remember to PRESS # as soon as you are done recording your Name or Greeting.

For more information or help with Outlook Voicemail, please contact the I.T. Department (619) 585-7995 or by Email: TelcomSupport@sweetwaterschools.org

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