Simply Bits Voice Mail Quick Reference

Press

1 To **Select** Voicemail Folder (The system will tell you what messages you have and which folder to select to access messages.)

2 To **Change** Folders

- **0** Switch to New Messages
- **1** Switch to Old Messages
- **2** Switch to Work Messages
- **3** Switch to Family Messages
- **4** Switch to Friends Messages

3 For **Advanced Options**

- **1** Reply [2]
- **2** Call Back [1], [2]
- **3** Envelope [2]
- **4** Outgoing Call [1],[2]
- **5** Send Message [1]
  - **1** Use Voicemail Number [1]
  - **2** Use Voicemail Directory [1]

4 To **Play** Previous Message [2] (Will only play "previous" if there are multiple messages)

5 To **Repeat** Current Message [2]

6 To **Play** Next Message [2] (Will only play "next" if there are multiple messages)

7 To **Delete** Current Message [2]

8 To **Forward** Message to Another Mailbox [2]

9 To **Save** Message in a Folder [2]

- **0** Save in New Messages
- **1** Save in Old Messages
- **2** Save in Work Messages
- **3** Save in Family Messages
- **4** Save in Friends Messages

[1] Prompts for these are only played if these options are enabled in voicemail.conf
[2] **Only** available after selecting a voicemail/read messages ("Press #1")

Press

***** For **Help/Rewind** [2] (Help in main menu, Rewind during message playback)
(This will take you to Help if you are in the main menu, or Rewind the message a few seconds at a time during message playback.)

To **Exit/Skip** [2] (Exit the main menu, Skip during message playback)
(This will exit you from the system if you are in the main menu, or Skip parts of the message a few seconds at a time during message playback.)

0 For **Mailbox Options**

- **1** Record your unavailable message
- **2** Record your busy message
- **3** Record your name
- **4** Record your temporary message
  - **1** Record your temporary message
  - **2** Erase your temporary message (going back to the standard message)
- **5** Change your password
- ***** Return to the main menu
  -After recording a message (incoming message, busy/unavail greeting, or name)
  - **1** Accept
  - **2** Review
  - **3** Re-record
  - **0** Reach operator [1] (not available when recording greetings/name)

[1] Prompts for these are only played if these options are enabled in voicemail.conf
[2] **Only** available after selecting a voicemail/read messages ("Press #1")