

# FUSIONWORKS PRO VOICE MAIL QUICK GUIDE

**To listen to your messages:** When the Message Waiting Indicator light is flashing, push the “Messages” button, follow the password prompt, then:

**Press:**     1 to listen to new messages  
              2 to change folders  
              0 for mailbox options  
              # to exit

**While listening:** press \* to rewind, # to fast forward, and 6 to skip to the next message.

## Other Options:

### Option 1: Sub-menu

**After Listening to Message, press:**

3 - Advanced Options  
5 - Repeat Message  
7 - Delete Message  
8 - Forward Message  
9 - Save Message  
# - Exit

### Option 2: Sub-menu

**Change Folder Options, press:**

0 - New Messages  
1 - Old Messages  
2 - Work Messages  
3 - Family Messages  
4 - Friends Message  
# - Cancel

### Option 0: Sub-menu

**Mailbox Options Include, press:**

1 - Record Unavailable Message  
2 - Record Busy Message  
3 - Record Name  
4 - Record/Delete Temp Message  
5 - Change Password  
\* - Return to Main Menu

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## Accessing Voice Mail:

The default password to access your voicemail box is **0000**.

When you have a new message, the Message Waiting Indicator light will flash red (top right of the phone display).

### Option 1: Accessing Voicemail from Your Phone

1. Press the Messages button or dial **\*86**.
2. Enter your password + #.

### Option 2: Accessing Voicemail from Another Phone

1. Dial \* + **your extension**.
2. When you hear your greeting, press \* again and **enter your password**.

### Option 3: Accessing Voicemail when Outside of the Office

1. Dial your 10-digit number.
2. When you hear your greeting, press \* and **enter your password**.

## Quick Notes:

### Leave a Direct Voicemail for an Internal User

- Dial \* + the extension to where you wish to leave a message. This allows you to leave a message without ringing their phone.

### Transfer Directly to an Internal Voicemail Box

- While on a call, tap **Transfer + Blind**, the \* key + the ext. to where you wish to transfer the call to.