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# SIP Voicemail User Guide

Quick Reference for Desktop Phones

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# Quick Reference for Desktop Phones

Print this Quick Reference sheet and post it near your phone.

## To connect from your desktop phone

Press the voicemail key (if present on your phone), otherwise dial the voicemail access number, then enter your password (if required).

## To connect from a remote phone

Call the voicemail access number, press 1, enter your mail box number, enter your password.

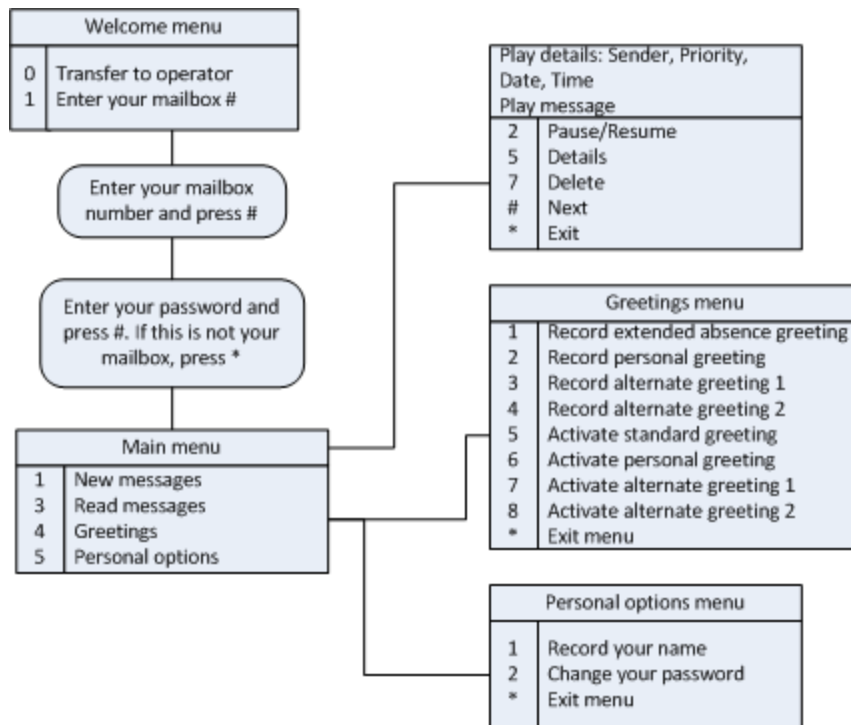
## Managing Your Mailbox

- **Press 1** to hear new messages. (Playback may be automatic.)
- **Press 3** to hear saved messages.
- **Press 4** to manage your greetings. See [Managing Your Mailbox Greetings](#).
- **Press 5** to change your personal options (password). See [Changing Your Personal Options](#).

## While listening to your messages, you can:

- **Press 1** to rewind 10 seconds.
- **Press 2** to pause or resume.
- **Press 3** to forward 10 seconds.
- **Press 4** to go to a voice menu, which lists all possible commands in this mode.
- **Press 5** to hear envelope information (message length in H:M:S / Caller ID of sender).
- **Press 7** to delete.
- **Press #** to go to the next message.
- **Press \*** to cancel and return to main menu.

## Telephone Access Flowchart



Telephone Access Flowchart