SUMMIT IP Voicemail Quick Reference

vertical™

1 — PLAY NEW MESSAGE
2 — PLAY SAVED MESSAGE
3 — PLAY URGENT MESSAGE

AFTER LISTENING ...
1 - Replay message
2 - Listen to Next message
3 - Delete current message
4 - Forward current message
5 - Callback sender of message
6 - Skip message
7 - Forward with Preamble.
9 - Main menu

To Forward w/preamble:
After recording preamble, press #.
- Press option 4 to forward message.

4 — SEND MESSAGE

RECORD MESSAGE
> Press # to end

MARK MESSAGE:
1 - Regular
2 - Standard

ENTER:
- a Mailbox Number
- Distribution List 1-5
- [to spell a name]

5 — PERSONAL OPTIONS

EDIT DIST. LIST
Enter List No. 1-5

CHANGE LIST OF MAILBOX COS
1 - Add Mailbox
2 - Delete Mailbox
3 - Listen Mailbox
- Main Menu

6 — ADMINISTRATOR MAILBOX

ADMIN OPTIONS
When class of service is enabled:
1 - Add Mailbox
> enter MB No.
2 - Delete Mailbox
> enter MB No.
3 - Reset Password
> enter MB No.
4 - Record MB Greeting
> enter MB No.
5 - Broadcast Message
> enter Message No.
6 - Record MB Name
> enter MB No.

7 — STATION FORWARD SET

1 - Set Call Fwd
2 - Cancel Call Fwd
9 – Main Menu

Enter Station Number.

8 — EDIT PASSWORD/ GREETING

1 - Greeting
2 - Password

5 - Listen
7 - Record

.Enter New Password + #.
. Enter New Password + # to confirm.
. # Cancel

0 — GO TO OPERATOR

Record Directory and **MAILBOX NAME**

Dial 563

More Administrator Mailbox options (6: 1-6)

1
Enter COS 1-5
1 - Confirm
- Cancel

2
1 - Confirm
- Cancel

3
1 - Confirm
- Cancel

4
1 - Listen to Greeting
2 - Record Greeting
3 - Delete Greeting
- Cancel

5
1 - Listen to Greeting
2 - Record Greeting
3 - Delete Greeting
4 - Send Message
- Cancel

6
1 - Listen to Name
2 - Record Name
3 - Delete Name
- Cancel