

# CUSD Voice Mail Operations

## To Access Voice Mail

- Visual Voice mail (listed on the display screen) Press the voicemail button, enter password. Voicemails will be displayed on the screen and you can play, delete, etc directly from there.
- Actual Voice mail (to setup personal options and retrieve messages) Simply press the # key. Or Press the voicemail button and then press the button underneath "Call VM".

(to setup personal options, always go into the actual voicemail vs the visual voicemail)

## Voicemail Keys

- Press 1 to replay message
- Press 2 to save message
- Press 3 to delete message
- Press 4 to forward message
- Press 5 to reply to message
- Press 6 to hear date/time of msg
- Press 7 to rewind message
- Press 8 to pause message
- Press 9 to fast forward message
- Press # to go to the next message

## Checking Your Voice Mail

### From your extension

- Press the voicemail button or press #
- Enter password (default/original password is 1234)
- Press #

If you are logging in for the 1<sup>st</sup> time, it will ask you to create a new password and record your name

### From another extension

- Press # to get to voice mail
- Press # again when the automated system comes on
- Enter your personal extension
- Enter your personal password
- Press #

### From an external phone

- Dial your phone number
- When your voicemail picks up, press \*
- Press #
- Enter Ext/Password

Press 7 after getting into the vm to get to personal options

For video tutorial on the phone and its features, please [click here](#).

