

# IPCentrix Voicemail Cheat Sheet

## Accessing the Voice Mail Main Menu

### From your desk phone:

1. Dial \*97
2. Wait for the prompt, and then enter your password.
3. You will now be in the main menu.

## Reviewing Voicemail Messages

### From the Main Menu

1. Press 1 to access new messages. Press 1 again to confirm.

OR

1. Press 2 to access old messages. Press 1 again to confirm.

## Options at the End of a Message

- To repeat the message press 5.
- To delete the message press 7.
- To forward the message press 8.
- To save the message press 9:
  - Press 0 to save to New Messages
  - Press 1 to save to Old Messages
  - Press 2 to save to Work Messages

## Changing your Voicemail Password

### From the Main Menu

1. Press 0 for mailbox options.
2. Press 5 to change your password.
3. You will be prompted to enter a new password. Press # when finished.
4. Confirm the password a second time and press # when finished.

## **Changing Your Recorded Name**

### **From the Main Menu**

1. Press 0 for mailbox options.
2. Press 3 to record name
3. It will prompt you to record your name. Press # when you are done.
  1. press 1 to accept message
  2. press 2 to listen to the recording
  3. Press 3 to re-record

## **Changing your Voice Mail Greeting**

### **From the Main Menu**

1. Press 0 for mailbox options.
2. Press 1 to record your unavailable (voicemail) message
3. It will then prompt you to record a message. Press # when you are done.
4. Press 1 to accept message
5. press 2 to listen to the recording
6. press 3 to re-record

Online URL: <https://kb.naturalnetworks.com/article.php?id=174>