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. PressÂ 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. Â 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. Â 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