

## Blue Platform

## Voicemail - Telephone User Map

Note: Depending on the way your system is set up, some options may not be available. You will not be prompted if the option is not available.

## From inside your organization

- Call the General Access Number
- Enter your PIN followed by [#]

## From outside your organization

- Call the General Access Number
- Press[#] to indicate that you are a subscriber

Standard Keys (use anytime) **MAIN MENU** Cancel/Exit [\*] Complete/Skip [#] \*Will also take you to the previous menu. LISTEN TO MESSAGES **During Playback Options** After Playback Options Increase Volume [2] \* Replay [1] Rewind [4] \* Save message [2] Pause Message [5] \* Delete message [3] **New Messages** [1] Fast Forward [6] \* Forward message [4] Saved Messages [2] Decrease Volume [8] Play time/date [6] To forward a message, Play previous [7] record introduction at beep \*These options are only available if there are multiple new messages in [#] \* Skip to next and press [#] Return to main menu [\*] the voicemail box. At beep, record message when Review [1] · Enter mailbox number and **Record/Send Options** press [#] finished press [#] Re-record [4] Review Message [1] SEND MESSAGES Listen to address book {\*] Add recipients [6] Send Message [2] Schedule Delivery [3] Re-record [4] Play List • Enter letters of last name [1] Review List of Recipients [5] Review address book Previous match [2] Add more recipients [6] Skip to next match [3] Mark as urgent [7] [#] Match found Mark as private [8] [\*] Cancel

Enter sub-mailbox # ACCESS SUB-MAILBOX

Record new message Delete existing message

Sub-Mailboxes

[1]

[2]

Delete sub-mailbox

[2]

Record message When finished press [#] Review [1] Set expiration date [2] Save [3] Re-record [4]

Play generic/busy/no answer greeting [1] Turn extended answer greeting on/off [2] Set Current Greeting Greetings [3] & Name Set contact and distribution list [5] Announcements [1] Enter last name of contact or Modify Greeting [6] Distribution list name followed by the # key Modify Name Announcement [8] Modify Generic Greeting [1] Modify Extended Absence Greeting [2] Modify Busy Greeting [3] Enter PIN Modify PIN [2] Modify No Answer Greeting [4] Press # Record name announcement after the beep, Message Most recent/oldest [1] Playback [3] when finished press # Turn envelope on/off [2] Options Notification Resume/pause notification [1] Options [4] Create/Delete Create sub-mailbox [1] [5]

Record announcement

Use default

[1]

[2]

Keep recorded name

Change recorded name

Play number instead of recorded name [3]

[1]

[2]