

# VoiceGuide Voicemail System Menu Tree

**Voicemail Login**

To Login into the voicemail box:  
 1. Dial into the voicemail system  
 2. Enter the voicemail box ID  
 3. Enter the voicemail box PIN  
 The message counts will then be played and you may select options from the Main Menu.

**Main Menu**

- New Messages **1**
- Saved Messages **2**
- Greeting Message **3**
- Change PIN **4**
- Change Forward **5**
- Record & Send **6**
- Administer Name **7**
- Go to Login Menu **8**
- Exit **0**
- Message Counts **#**

**Listen Msgs**

- Replay **1**
- Save **2**
- Delete **3**
- Play Previous **4**
- Play Next **6**
- Date/Time/Caller **7**
- Exit to Login Menu **8**
- Forward **9**
- Go to Main Menu **0**

**Greeting Msg**

- Replay **1**
- Record Again **2**
- Save **3**
- Delete **4**

**Change PIN**

Enter the new PIN number twice.

**Change Forward**

Enter the new telephone number to which the voicemail messages should be forwarded and then press the # key. To clear message forwarding to another phone just press the # key without entering any phone number.

**Rec & Send**

- Replay **1**
- Record Again **2**
- Save & Send MSg **3**
- Delete **4**
- Play Menu **#**

**Admin Name**

- Replay **1**
- Record Again **2**
- Save **3**
- Delete **4**

**Leave Message**

- Play Recorded Message **1**
- Delete Message & Record Again **2**
- Save Message & Record Another **3**
- Delete & Go to Next VMB **4**
- Delete & Go to Previous VMB **6**
- Save Msg & Exit to Login Menu **8**
- Save Msg & Exit VM System **0**
- Play Menu Options **#**

