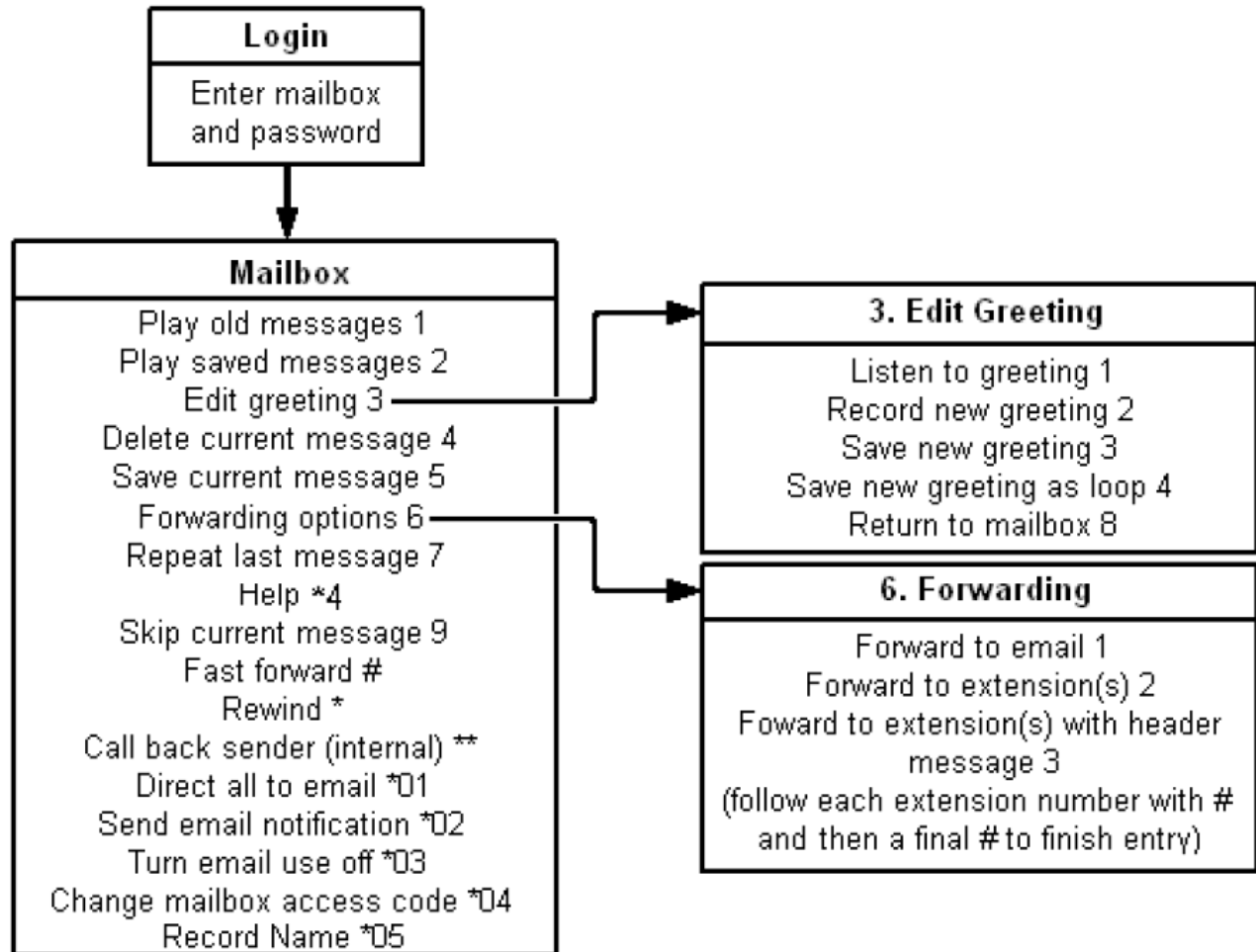


IP Office Embedded Voice Mail Functions

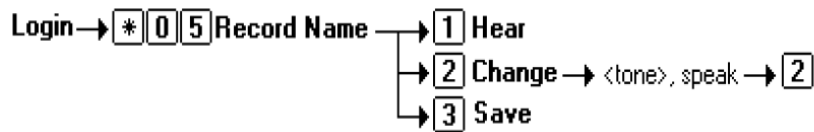


Note:

The Dial By Name feature of the Voice Mail will not work unless you have recorded your name

4.3 Record Your Name

You can record your name if required. Your name recording is then used for various features such as telling callers which mailbox they have reached rather than just stating the extension number.

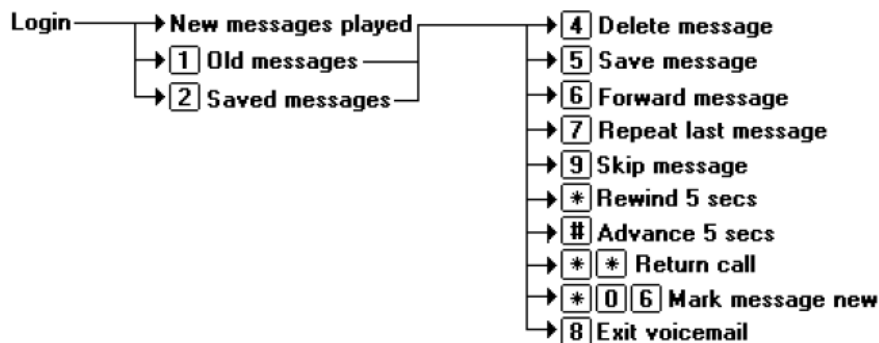


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4.2 Listening to Your Messages

When you log in to your mailbox you are automatically played any new messages. After a message has been played it is marked as being an old message. Old messages are automatically deleted after 24 hours unless you mark the message as saved.

Whether listening to new, old or saved messages, the messages are played back in order of oldest first.



When you listen to any of your messages you have the following options:

- Press 4 to delete the message.
- Press 5 to save the message.
- Press 6 to forward the message. See [Forwarding a Message](#) ³⁹.
- Press 7 to repeat the last message.
- Press 8 to exit voicemail.
- Press 9 to skip to the next message.
- Press * to rewind the message a few seconds.
- Press # to advance the message a few seconds.
- Press * * to return the call. See [Replying to Messages](#) ³⁹.