Message Review Menu

To hear the next message	0
To repeat the current message	1
To hear the previous message	2
To delete the current message	3
To return to your first message	4
To play time/day/date of current message	5
To go to the most recent message	6
To copy the message to another mailbox	7
To reply to the current message	8
To return to the Main Menu	*

Voicemail Access Numbers

From own extension:
6000 + password

From any other extension:
6123 + mailbox no. and password

External Access from any phone or mobile:
0118 378 6000 + #1 mailbox no. and password

When Listening to a Message

Press 1 for volume down
Press 3 for volume up
Press 4 to slow down
Press 6 to speed up
Press 7 to rewind
Press 8 to pause/ to resume
Press 9 to fast forward
Press * to go to end of the message

Main Menu

To leave a message for another mailbox	2
To hear your new messages	3
To hear your stored messages	4
To change your delivery settings	5
To change your personal greeting or user name	6
To change your distribution groups	7
To change your password	8
To return to company greeting	*

Change Personal Greetings

To record your personal greeting	1
To review your personal greeting	2
To record your user name	3
To review your user name	4
To change your temporary personal greeting	5
To return to the Main Menu	*

Message Recording Menu

- Dial mailbox number
- Record message

To terminate recording	*

To review your message	1
To mark as private	2
To mark as urgent	3
To request a confirmation	4
To request a reply	5
To copy the messge to another mailbox	6
To send the message and return to the Main Menu	*