Phones

How do I use Voicemail and can I see it in my email?

AC VOICE MAIL GUIDE
To check messages on your phone
Call ext.5377 and enter your security code, (the default security code is 0000)
(1) For yes, (2) for no
(*) Main Menu
(#) Move back a menu
(4) Hear new messages
(5) Leave messages
(6) Review old messages
(7) Set up options

To forward calls if your phone is busy or you do not answer it.
Receive a dial tone, and dial #7, or push the FWD BSY button, the dial tone will become "a stutter tone", now enter the number that you want calls to go to.
Example: lift the handset and press #7 or FWD BSY button, then enter 5377, this will direct calls to your voice mail if your line is busy or you don't answer.

To cancel call forward busy.
Receive a dial tone, and dial #8, or push the FWD BSY button, the dial tone will become "a steady tone", now call forward busy has been canceled. Your phone will ring until it is answered or the caller hangs up.

To forward all calls.
Receive a dial tone, and dial #9, or push the FWD ALL button, the dial tone will become "a stutter tone", now enter the number that you want calls to go to.
Example: lift the handset and press #9 or FWD ALL button, then enter 5377, this will direct all calls to your voice mail, tour phone will not ring.
Note: "forward all", overrides "forward busy/no answer"

To cancel call forward all.
Receive a dial tone, and dial #0, or push the FWD ALL button, the dial tone will become "a steady tone", now call forward all has been canceled.

Voice mail messages can be received in an email.
If your voice mail account is correct, you will receive a message on your phone and you will also receive an email message. You can listen to your message on email and it will still be available on your phone. If you want to delete a message you will be required to delete it on both email and on your phone.

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