

# LITECOM COMMUNICATIONS

## VOICE MAIL INSTRUCTIONS

### INITIAL SETUP

#### Steps to Perform the First Time You Log In

- Record your name: Log into your mailbox, then press 0, 3, speak your name, and press # to end the recording
- Change your greeting(s): Log into your mailbox, then press 0, 1 (for your normal greeting) or 3 (for your temporary/vacation greeting), then record your greeting, and press # to end the recording
- Change your password: Log into your mailbox, then press 0, 5, enter your new password (all numbers), and press # to save the password

#### How to Listen to Your Messages

- Log into your mailbox, then press 1 to listen to new messages
- After hearing a message, press 7 to delete it
- The next message will automatically begin playing

When Finished, Press # to exit or just hang up

# LITECOM VOICE MAIL FLOW CHART

**Main Menu**

**1 Listen to Current Voicemails**

→ While Listening to a Message you can execute the following commands

- |                                 |                                 |                              |
|---------------------------------|---------------------------------|------------------------------|
| <b>4</b> Play Previous Message  | <b>7</b> Delete Current Message | <b>#</b> Fast Forward 3 Secs |
| <b>5</b> Repeat Current Message | <b>8</b> Forward Message (1)    | <b>*</b> Rewind 3 Secs       |
| <b>6</b> Play Next Message      | <b>9</b> Save Message           |                              |

**2 Change Voice-mail Folders**

→ Pick Which Folder you would like to listen to voicemails in:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>0</b> Switch to New Messages  | <b>3</b> Switch to Family Messages  |
| <b>1</b> Switch to Old Messages  | <b>4</b> Switch to Friends Messages |
| <b>2</b> Switch to Work Messages | <b>*</b> Cancel                     |

**3 Advanced Options**

→ Please choose from the following options;

- |                                       |
|---------------------------------------|
| <b>4</b> Place Outgoing Call          |
| <b>5</b> Leave Voicemail for User (1) |
| <b>*</b> Return to Main Menu          |

**0 Malbox Options**

→ Please choose from the following options;

- |  |                                       |
|--|---------------------------------------|
| <b>1</b> Record Unavailable Greeting (2) | <b>4</b> Record Temporary Message (2) |
| <b>2</b> Record Busy Greeting (2)        | <b>5</b> Change Your Password         |
| <b>3</b> Record Your Name (2)            | <b>*</b> Return to main Menu          |

**(1) While Forwarding A Message or Leaving A Message For A User You Can Choose The Following:**

- |                                     |  |
|-------------------------------------|--|
| <b>1</b> Enter The Extension Direct | <b>1</b> Prepend Your Message before Sending<br><b>2</b> Send Message Without Prepending |
| <b>2</b> Lookup Name by Directory   |  |

**(2) While Recording Your Greeting You Can Choose The Following Commands:**

- |                                |                                |                                   |
|--------------------------------|--------------------------------|-----------------------------------|
| <b>1</b> Accept Your Recording | <b>2</b> Review Your Recording | <b>2</b> Re-Record Your Recording |
|--------------------------------|--------------------------------|-----------------------------------|