



Need Help? Call Simply Bits Support: support@simplybits.com

(520) 545-0333

1 To **Select** Voicemail Folder
(The system will tell you what messages you have and which folder to select to access messages.)

7 To **Delete** Current Message ²

2 To **Change** Folders

- 0 Switch to New Messages
- 1 Switch to Old Messages
- 2 Switch to Work Messages
- 3 Switch to Family Messages
- 4 Switch to Friends Messages

8 To **Forward** Message to Another Mailbox ²

3 For **Advanced Options**

- 1 Reply ²
- 2 Call Back ^{1,2}
- 3 Envelope ²
- 4 Outgoing Call ^{1,2}
- 5 Sending Message ¹
 - 1 Use Voicemail Number ¹
 - 2 Use Voicemail Directory ¹

9 To **Save** Message in a Folder ²

- 0 Save in New Messages
- 1 Save in Old Messages
- 2 Save in Work Messages
- 3 Save in Family Messages
- 4 Save in Friends Messages

***** For **Help/Rewind** ²
*(Help in main menu, Rewind during message playback)
(This will take you to Help if you are in the main menu, or Rewind the message a few seconds at a time during message playback.)*

4 To **Play** Previous Message ²
(Will only play "previous" if there are multiple messages)

To **Exit/Skip** ²
*(Exit the main menu, Skip during message playback)
(This will exit you from the system if you are in the main menu, or Skip parts of the message a few seconds at a time during message playback.)*

5 To **Repeat** Current Message ²

0 For **Mailbox Options**

- 1 Record Your Unavailable Message
- 2 Record Your Busy Message
- 3 Record Your Name
- 4 Record Temporary Greeting
 - 1 Record Your Temporary Message
 - 2 Erase Your Temporary Message
(Going Back to the Standard Message)
- 5 Change Your Password
- * Return to the Main Menu
-After recording a message (Incoming message, busy/unavailable greeting, or name)
 - 1 Accept
 - 2 Review
 - 3 Re-Record
 - 0 Reach Operator ¹

6 To **Play** Next Message ²
(Will only play "next" if there are multiple messages)

¹ Prompts for these are only played if these options are enabled in voicemail.conf
² Only available after selecting a voicemail/read messages ("Press #1")