

## GTA TeleGuam Hosted PBX Voicemail Quick Reference Guide

### ACCESSING YOUR MAILBOX (select an option below)

- 1 Press the Voicemail softkey on your IP Phone.
- 2 Dial 645-1111.

Your default PIN code is 9999.

### Voicemail Menu Guide

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PLAY Menu		SEND MESSAGE Menu		GREETINGS Menu		MAILBOX SETTINGS Menu	
1	Repeat	1	Review Message	1	Personal Greeting	1	Group Lists
2	Save	2	Mark as Urgent	3	Sys-Gen Greetings and Name Recording	2	Handsfree and Time Server Options
3	Erase	3	Mark as Private	5	Busy Greeting Exit Menu	3	Security Options
4	Reply	4	Re-Record Message			5	Notification Settings
5	Send a Copy	5	Report on Send			6	Additional Settings
		6	Report on Read			7	Advanced Call Features Settings
		7	Add Recipient			9	Live Message Screening Settings Exit Menu
		9	Schedule for Future Delivery				
		#	Send as is				
6		7		0		*	
ERASED MESSAGE Menu		SWITCH ACCOUNT Menu		HELP Menu		EXIT Button	
1	Repeat			#	Next Hint		
2	Restore			*	Return to Main Menu		
3	Permanently Erase			1	Replay from Start of Menu		
4	Reply						
5	Send a Copy						
#	Next Message						