



VOICE MESSAGING

POCKET GUIDE



To review messages

New Messages



All Messages



While listening to a message

Position

Rewind



Pause/Continue



Fast-forward



End



Skip



Volume

Down



Normal



Up



Speed

Slower



Faster



Information

Message Info



After listening to a message

Replay



Forward



Erase



Save message



Access # _____

Mailbox # _____

Voice Messaging

Three Ways To Access Your Voicemail

- >> Dial ***** **9** **8** from your primary Integra line.
- >> Dial your mailbox number; press **7** during the greeting.
- >> Call Integra Customer Care (1-866-INTEGRA) for local access number.

From the Main Menu, press:

2 To Send a Message

- A. Record
- B. **#** End
- C. Enter Destination
- D. **4** Delivery Options
 - 1** Private
 - 4** Confirmation
 - 2** Urgent
 - 5** Future Delivery
- E. **#** Send

4 For Personal Options

- 1** Notifications On/Off
- 2** Administrative Options
 - 1** Passwords
 - 2** Group Lists
 - 3** Prompts
 - 4** Message Envelope Info.

3 Greetings

- 1** Personal Greetings
- 2** Extended Absence
- 3** Name

4 Notification Schedules

***** Previous Menu

If you've purchased a Premium Voicemail Box with enhanced WebMessagesm service, you can access it at <https://webvm.integra.net>