



Quick Reference Guide

Voice Mail

Phone Central Settings

Change Password:

1. In Phone Central, open the Settings menu.
2. Click Change Password.
3. Enter your new password in the 'New Password' field.
4. Enter your new password again in the 'Confirm Password' field.
5. Click Save.

Change Startup Options:

1. In Phone Central, open the Settings menu.
2. Click Preferences.
3. Make Your Changes.
4. Click Save.

Voice Mail Settings

Change PIN:

1. In Phone Central, open the Voice Mail menu.
2. Click Settings.
3. Click the General Settings tab.
4. Enter your new PIN in the 'PIN' field.
5. Click Save.

Change Current Greeting:

1. In Phone Central, open the Voice Mail menu.
2. Click Settings.
3. Click the Custom Greetings tab.
4. Right-click on the greeting that you want to make current and select 'Set as Current Greeting'.
5. Click Save.

Add Custom Greeting:

1. In Phone Central, open the Voice Mail menu.
2. Click Settings.
3. Click the Custom Greetings tab.
4. Click Add.
5. Enter a Greeting Title.
6. Click the Browse button and locate the greeting.
7. Click Accept.
8. Make the greeting your current greeting if needed.
9. Click Save.

Turn On New Message Notification:

1. In Phone Central, open the Voice Mail menu.
2. Click Notifications.
3. Click the New Msg Notify tab.
4. Check the box 'Enable New Voice Mail Popup Notification' to show a screen pop **AND/OR**
5. Check the box 'Play Sound on New Voice Mail' to play a sound.
6. Click Save.



Voice Mail Messages

Play Message:

1. In Phone Central, open the Voice Mail menu.
2. Click Messages.
3. Either double-click the message you want to play OR
4. Highlight the message you want to play and click the PLAY button (green arrow) OR
5. Select the message, right-click on it, and select 'Play Selected Message'.

Delete Message:

1. When you have played a voice mail message, click the DELETE MESSAGE button (the envelope icon with the red x). OR
2. Select the message, right-click on it and select 'Delete Selected Message'.

Save Message:

1. When you have played a voice mail message, click the SAVE MESSAGE button (the envelope icon) OR
2. Select the message, right-click on it, and select 'Save Selected Message'.



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