ShoreTel’s Voice Mail Quick Reference

**VOICE MAIL OPERATIONS**

Use these instructions to check your voice mail and manage your messages.

**New Voice Mail Indicators**

Your voice mailbox contains unplayed messages if either of the following are true:
- You hear a stutter tone on the handset.
- The phone’s message-waiting light flashes.

**Checking Voice Mail**

To check voice mail from your extension

1. Press the Voicemail button or lift the handset and press #.
2. At the prompt, use the dial pad to enter your password. (If you have not been assigned a password, use the default password, 1234.)
3. Press #.

**NOTE** If you are logging in for the first time, the system prompts you for a new password and asks you to record your name.

To check voice mail from an external phone

1. Dial your voice mail access number.
2. Enter your password.
3. Press #.

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**Listening to Messages**

At the Main Menu prompt, press 1. The voice mail system first plays any urgent messages, and then it plays newly arrived messages.

The system provides the delivery date and time for each message. (You can disable this feature from the Mailbox Options menu.)

**Managing Messages**

After listening to a message, you can replay it, send a reply to the person who left the message, forward it to someone else, replay the date and time information, save it, or delete it.

To replay all of your saved messages

- Press 3 at the Main Menu prompt.
As a safeguard against accidental erasures, the system retains deleted messages for a few hours.

To listen to your deleted messages

1. Press 7 at the Main Menu prompt.

The voice mail system plays all the deleted messages still available to the system. During playback, you can manage deleted messages as if they were newly arrived messages.

To restore a deleted message

- Press 2.

To send a recorded message from voice mail

After recording a message, voice mail asks you to supply an address.

1. Address the message to individual recipients by entering their extension numbers.
2. Specify groups of recipients by entering a distribution list number.

To identify a recipient by name, specify a personal distribution list, or broadcast to all extensions, press 0 and follow the prompts.

To mark a message as urgent

- After addressing the message and confirming the addressee(s), press 1.

To forward the message you’re reviewing

1. Press 4 and follow the recorded prompts.

To reply to the message you’re reviewing

1. Press 5 and follow the recorded prompts.
2. Press 1 to reply with a voice mail, press 2 to reply with a call back, or press 3 to reply to all with a voice message.

**Changing Mailbox Options**

Personalize your voice mail by changing your name, password, or personal greeting.

To change personal settings from the Main Menu, press 7 and follow the recorded prompts.

**Enabling Office Anywhere**

If you have the proper permission, you can assign your extension to any phone on the system.

1. Log in to voice mail from the target phone—an extension other than your own.
2. At the Main Menu prompt, press 7.
3. Press 3 to re-assign the extension.
4. Press 1 to assign the extension.
5. Press 2 to un-assign the extension. (The phone reverts to its original extension.)

**Setting Availability State and Forwarding**

Use the ShoreTel Connect client to configure the availability states with different call-forwarding destinations and personal greetings.

You can set one of six distinct availability states for your extension. When you record a personal greeting, it is linked to the active availability state.

To enable a particular availability state:

- Press 7 at the Main Menu prompt.
- Press 2, and then follow the prompts.

**Changing Notification Options**

To select a notification profile for the Escalation Notification feature:

- Press 7 at the Main Menu prompt.
- Press 9 for additional mailbox options.
- Press 2, and then follow the prompts.

**NOTE** You must have notification profiles previously configured before a notification profile can be activated.

**Enabling FindMe**

To enable or disable FindMe Forwarding so that callers can forward their calls to your destination:

- Press 7 at the Main Menu prompt.
- Press 9 for additional mailbox options.
- Press 5, and then follow the prompts.

**NOTE** You must have permission to use FindMe Forwarding.

**LEAVING A MESSAGE**

(Voice mail options when in mailbox)

**Troubleshooting**

If the number of messages in your mailbox exceeds the limit, the system notifies callers that your mailbox is full and unable to accept new messages. (Recently deleted messages remain in the mailbox and are included in the total count.)

If your mailbox is full, first purge any backlog of deleted messages.

**To purge deleted messages**

1. At the Main Menu prompt, press 7.
2. Press 8 to remove deleted messages.
3. Press 1 to confirm deletion or * to cancel.

**Leave Message**

When dialing into a ShoreTel system, if the person you are trying to reach does not answer, your call will be sent to a mailbox and you will hear a standard greeting. You can select from the following options:

- Bypass greeting
- Transfer to assistant
- Forward to recipient’s FindMe destination
- Transfer to Auto-Attendant

**Message Recording**

If you choose to leave a recorded message, the following options are available after recording your message:

- Message options
- Re-record
- Send message, transfer to assistant
- Send message, forward to recipient’s FindMe destination
- Send message, transfer to Auto-Attendant

**NOTE** Hanging up sends the message.

**# Message Options**

When leaving a message, select from the following options:

- Send message
- Cancel
- Review
- Re-record
- Mark/unmark urgent
- Send message, transfer to assistant
- Send message, transfer to Auto-Attendant
Main Menu for Voice Mail Operations

### Listen to Messages
Select one of the following options during or at the end of a message:

- 0 Additional options
- 1 Replay
- 2 Save
- 3 Delete
- 4 Forward
- 5 Reply
- 6 Play envelope
- 7 Move backward

### 5 Reply
Select one of the following:

- 1 Reply with a voice mail
- 2 Reply with a call back
- 3 Reply to all with a voice message

### Additional Options

- 0 Addressing Options
  - 1 Address by name
  - 2 Address by personal distribution list
  - 3 Broadcast

### Send a Message
Record your message at the tone. When finished, press # and select from the following options:

- 1 Accept
- 2 Review
- 3 Re-record
- 4 Forward
- 5 Reply
- 6 Play envelope
- 7 Move backward

### # Accept
Enter the extension or the system distribution list to receive the message:

- # Conclude addressing
- 0 Additional addressing options
- 1 Address by name
- 2 Address by personal distribution list
- 3 Broadcast

### # Conclude Addressing
# Send

1 Mark/unmark urgent
2 Mark/unmark for return receipt
3 Enter additional addresses
4 * Cancel

### 0 Addressing Options

1 Address by name
2 Address by personal distribution list
3 Broadcast

### 1 Record Greeting
Record your greeting for the currently active availability state at the tone. When finished, press # and select from the following options:

- 1 Accept
- 2 Review
- 3 Delete
- 4 Forward
- 5 Reply
- 6 Play envelope
- 7 Move backward

### 2 Set Availability State
Enter password twice in response to the prompts.

- 1 Available
- 2 In a meeting
- 3 Out of office
- 4 Vacation
- 5 Custom
- 6 Do not disturb
- 7 Enable calling add'l phones
- 8 Pause
- 9 Move forward
- * Skip
- # Cancel

### 3 Re-assign Extension
Assign to this telephone
1 Assign ext. to last external number
2 Un-assign
3 * Cancel

### 4 Set Password
Enter password twice in response to the prompts.

- 1 Accept
- 2 Review
- 3 Delete
- 4 * Cancel

### 5 Enable Envelope Info
Press 1 to enable or 2 to disable.

### 6 Record Name
Record your name at the tone.

- 1 Accept
- 2 Review
- 3 Delete
- 4 * Cancel

### 7 Record Greeting
Record your greeting for the currently active availability state at the tone. When finished, press # and select from the following options:

- 1 Accept
- 2 Review
- 3 Delete
- 4 Forward
- 5 Reply
- 6 Play envelope
- 7 Move backward

### 8 Remove Deleted Messages
Confirm
1 Address by name
2 Address by personal distribution list
3 Broadcast

### 9 Additional Options

1 Enable or disable Outlook automated call handling
2 Change notification options
3 Change agent state
4 Change Find Me Forwarding state
5 * Cancel

### 2 Notification Options
1-9 Enter the number associated with a Notification Profile
0 Disable Notification
# No change

### 3 Agent State
1 Log in and assign extension
2 Log out
3 Log in without assigning extension

### 5 Find Me Forwarding
1 Enable Find Me Forwarding
2 Disable Find Me Forwarding

### Log In: Internal
1 From your own extension, lift the handset, press #, enter your password, and press #.
2 From another extension, press # twice, enter extension, enter password, and press #.

### Log In: External
Call your voice mail access number, enter your extension, enter your password, and press #.

### Change Mailbox Options
1 Record greeting
2 Set availability state
3 Re-assign extension
4 Set password
5 Enable or disable envelope information
6 Record name
7 Listen to deleted messages
8 Remove deleted messages
9 Additional options

### Log Off

### Return to Auto-Attendant

### Transfer to Assistant

### Hear Mailbox Status