SUMMIT IP Voicemail Quick Reference

1 — PLAY NEW MESSAGE

2 — PLAY SAVED MESSAGE

3 — PLAY URGENT MESSAGE

AFTER LISTENING ...
1 - Replay message
2 - Listen to Next message
3 - Delete current message
4 - Forward current message
5 - Callback sender of message
6 - Skip message
7 - Forward with Preamble.
9 - Main menu

To Forward w/preamble:
After recording preamble, press #.
- Press option 4 to forward message.

4 — SEND MESSAGE

RECORD MESSAGE
> Press # to end

MARK MESSAGE:
1 - Regular
2 - Standard

ENTER:
- a Mailbox Number
- Distribution List 1-5
- [to spell a name]

5 — PERSONAL OPTIONS

EDIT DIST. LIST
Enter List No. 1-5

CHANGE LIST OF MAILBOX COS
1 - Add Mailbox
2 - Delete Mailbox
3 - Listen Mailbox
- Main Menu

6 — ADMINISTRATOR MAILBOX

ADMIN OPTIONS
When class of service is enabled:
1 - Add Mailbox
> enter MB No.
2 - Delete Mailbox
> enter MB No.
3 - Reset Password
> enter MB No.
4 - Record MB Greeting
> enter MB No.
5 - Broadcast Message
> enter Message No.
6 - Record MB Name
> enter MB No.

More Administrator Mailbox options (6: 1-6)

1 → Enter COS 1-5 → 1 - Confirm, # - Cancel

2 → 1 - Confirm, # - Cancel

3 → 1 - Confirm, # - Cancel

4 → 1 - Listen to Greeting, 2 - Record Greeting, 3 - Delete Greeting, # - Cancel

5 → 1 - Listen to Greeting, 2 - Record Greeting, 3 - Delete Greeting, 4 - Send Message, # - Cancel

6 → 1 - Listen to Name, 2 - Record Name, 3 - Delete Name, # - Cancel

7 — STATION FORWARD SET

1 - Set Call Fwd
2 - Cancel Call Fwd
9 – Main Menu

Enter Station Number.

8 — EDIT PASSWORD/ GREETING

1 - Greeting
2 - Password

5 - Listen
7 - Record

.Enter New Password + #.
. Enter New Password + # to confirm.
. # Cancel

0 — GO TO OPERATOR

MAILBOX NAME

Dial 542