

FUSION360 VOICE MAIL QUICK GUIDE

To listen to your messages: When the Message Waiting Indicator light is flashing, push the “Messages” button, follow the password prompt, then:

Press: 1 to listen to new messages
 2 to change folders
 0 for mailbox options
 # to exit

While listening: press * to rewind, # to fast forward, and 6 to skip to the next message.

Other Options:

Option 1: Sub-menu

After Listening to Message, press:

3 - Advanced Options
5 - Repeat Message
7 - Delete Message
8 - Forward Message
9 - Save Message
- Exit

Option 2: Sub-menu

Change Folder Options, press:

0 - New Messages
1 - Old Messages
2 - Work Messages
3 - Family Messages
4 - Friends Message
- Cancel

Option 0: Sub-menu

Mailbox Options Include, press:

1 - Record Unavailable Message
2 - Record Busy Message
3 - Record Name
4 - Record/Delete Temp Message
5 - Change Password
* - Return to Main Menu

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Accessing Voice Mail:

The default password to access your voicemail box is **0000**.

When you have a new message, the Message Waiting Indicator light will flash red (top right of the phone display).

Option 1: Accessing Voicemail from Your Phone

1. Press the Messages button or dial ***86**.
2. Enter your password + #.

Option 2: Accessing Voicemail from Another Phone

1. Dial * + **your extension**.
2. When you hear your greeting, press * again and **enter your password**.

Option 3: Accessing Voicemail when Outside of the Office

1. Dial your 10-digit number.
2. When you hear your greeting, press * and **enter your password**.

Quick Notes:

Leave a Direct Voicemail for an Internal User

- Dial * + the extension to where you wish to leave a message. This allows you to leave a message without ringing their phone.

Transfer Directly to an Internal Voicemail Box

- While on a call, tap **Transfer + Blind**, the * key + the ext. to where you wish to transfer the call to.