

BlueCloud Voicemail Guide

You can access your messages via web or telephone.

To access your messages via telephone

1. Press the Messages button or dial the voicemail access feature code (*1 by default). If your telephone forwards to a mailbox you will be logged in automatically. If not, you will be asked for a mailbox and password. Alternatively, dial the voicemail login feature code (*2 by default), and you will always be asked for a mailbox and password.
2. Follow the prompts to navigate the menus.

Menu structure

1: Listen to voicemail messages

- 3: Advanced options
 - 1: Reply
 - 3: Envelope
- 4: Play previous message
- 5: Repeat current message
- 6: Play next message
- 7: Delete current message
- 8: Forward message to another mailbox
- 9: Save message in a folder
- *: Help; rewind during message playback
- #: Exit; skip forward during message playback

2: Change folders

- A menu is then played of existing folders
- #: Exit

3: Advanced options

- 5: Leave a message
- *: Return to the main menu

0: Mailbox options

- 1: Record your unavailable greeting
- 2: Record your busy greeting
- 3: Record your name
- 4: Record your temporary greeting
- 5: Change your password
- *: Return to the main menu
- *: Help
- #: Exit

Record a new voicemail Greeting:

1. Press the Voicemail button or dial *1.
2. Press option "0"
3. Listen to the list of Voicemail greeting options and record the correct greeting.
4. You should hear options for an "Unavailable", "Busy", and "Recorded Name".
5. Follow the prompts to record your greeting.