

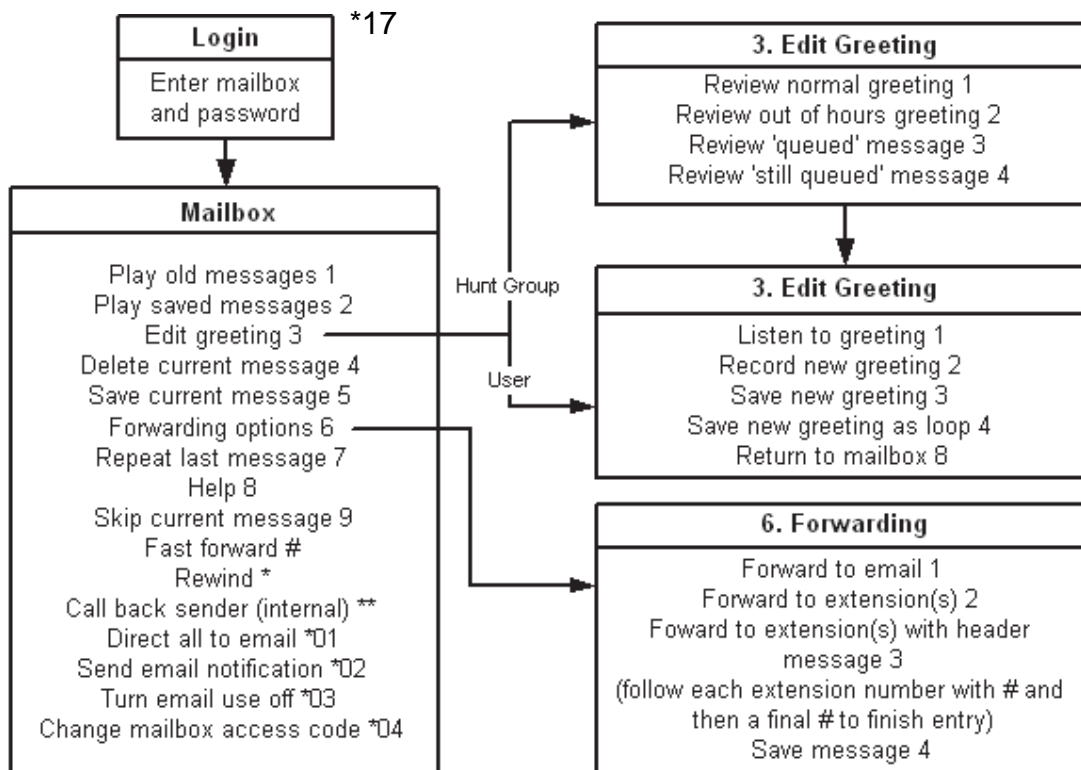
## 2. Summary

### 2.1 Mailbox Options

If you call your own extension and are diverted to voicemail, you can press **8** during the initial greeting to switch to collecting your messages.

Here is a summary of the options that are available when you have logged into your mailbox from your own extension or remotely.

- Unless you choose to save a message, it is automatically deleted 36 hours after it is played. To save a message while it is playing, press 5.



#### Notes

- During a message you can also press and hold **0** to pause the message. To continue playing the message, press the button that corresponds to **Rewind** or **Previous** on the display screen of your telephone.
- Email options must be enabled by your system administrator.
- VoiceMail Pro operation can be customized for some individual users and groups to provide different options.