Voice Portal Menu Tree

Voice Portal Main Menu
1. Access Voice Messaging
2. Record Greetings
3. Access Flexible Seating/Holding
4. Change Passcode
5. Exit
6. Repeat menu

Voice Messaging
1. Access Play Messages menu
2. Access Change Busy Greeting menu
3. Access Change No Answer Greeting menu
4. Access Change Extended Away Greeting menu
5. Access Compose Message menu
6. Return to previous menu
7. Repeat menu

Record Greetings
1. Record new Personalized Name (use the Personalized Name table)
2. Return to Voice Portal Main Menu
3. Repeat menu

Flexible Seating/Holding
1. Check Host status
2. Associate with Host
3. Disassociate from Host
4. Disassociate from Remote Host
5. Return to Voice Portal Main Menu
6. Repeat menu

Change Passcode
1. Enter new Passcode, followed by the pound key
2. Return to previous menu

Personalized Name
1. Record new Personalized Name
2. Listen to Current Personalized Name
3. Delete Personalized Name
4. Return to previous menu
5. Repeat menu

Play Messages Menu
1. Play or repeat message: skip envelope
2. Play previous message
3. Play message envelope
4. Play next message
5. Delete message
6. Hear additional options (see Additional Options table that follows)
7. Return to previous menu
8. Save message

While playing messages
1. Skip back forward 3 seconds
2. Pause/interrupt playback
3. Skip forward 5 seconds
4. Skip to beginning of message
5. Skip to end of message

Additional Options
1. Reply to message (see Reply to Message table that follows)
2. Forward message (see Forward Message table that follows)
3. Return to previous menu
4. Repeat menu

Reply to Message
1. Send reply
2. Change current reply
3. Forward current reply
4. Set or clear urgent indicator
5. Set or clear confidential indicator
6. Return to previous menu
7. Repeat menu

Forward Message
1. Change current introduction
2. Change current introduction
3. Send message to specific group members
4. Send message to entire group
5. Set or clear urgent indicator
6. Set or clear confidential indicator
7. Return to previous menu
8. Repeat menu

Extended Away Greeting
- Extended Away is a special type of no-answer greeting.
- Activating the Extended Away greeting automatically deactivates the No Answer greeting.
- Deactivating the Extended Away greeting activates the No Answer greeting.
- Activating the Extended Away greeting disables the ability for users to leave you messages.