



# Smart Voice Mail

## Reference Card

### Using your Voice Mail system

Smart Voice Mail (VM) helps you manage your voice mail messages, communicate easily with other mail box users, and record personalized greetings. Smart VM is an interactive system that prompts you with mail box options and guides you throughout the voice mail functions. You will find it easy to listen to, retrieve, forward, reply, and delete your messages, as well as leave a voice message directly to another mail box. Smart VM provides Folders that are used to sort saved messages for easy retrieval later.

If you have questions or concerns about Smart VM, contact your administrator or our support department:

Phone: (407) 792-3132

Email: [support@voice-ring.com](mailto:support@voice-ring.com)

### Entering your Mail Box

Each Smart VM system user is assigned a unique mail box number. Press your Mailbox speed dial, use your phone key pad to enter your mail box number, or press the Setup button, then 8.

### A look at the Main Menu

You will hear the status for your new and old messages along with the voice mail options after you enter your mail box:



### Press 0 to personalize your Mail Box.

Press	If you want to ...	
1	Record your Unavailable message	
2	Record your Busy message	
3	Record your name	
	Press	If you want to ...
	1	Accept the recording
	2	Listen to your recording
3	Rerecord	
5	Change your password (default is 9999)	

Press 1 for your voice mail messages. You can now manage each message:

Press	If you want to ...	
1	Hear the message	
2	Change to another folder	
3	Go to Advanced Options:	
	Press	If you want to ...
	1	Reply to the sender
	3	Listen to envelope details
5	Leave a message	
4	Hear the previous message	
5	Repeat the current message	
6	Hear the next message	
7	Delete/undelete the current message	
8	Forward message to another mailbox	
	Press	If you want to ...
	1	Add (prepend) a message
	2	Forward without a message
9	Save the message to a folder	

### Press 2 to change to a different Folder.

Press	If you want to Change to ...
0	New messages folder
1	Old messages folder
2	Work messages folder
3	Family messages folder
4	Friends messages folder

### Press 3 to leave a voice message in another mail box.

Press	If you want to ...
3	Record and send a voice message

### Menu option keys prompt you as you move through the system:

Hear	Press	If you want to ...
Star	*	Hear the menu options again
		Return to previous menu
Pound	#	Exit the system (or hang up)