Nextiva Voicemail Menu Options

Access the Voicemail Box

Press
1. Listen to Messages
2. Change Busy Greeting
3. Change No Answer Greeting
4. Change Extended Away Greeting
5. Compose Voicemail Message and Send
6. Repeat Menu
7. Delete All Messages
8. Modify Message Deposit Settings

Change CommPilot Express Profile

Press
1. Activate Available: In Office
3. Activate Busy Profile
4. Activate Unavailable Profile
5. No Profile

Greetings Menu

Press
1. Record Name
2. Change Conference Greetings
3. Return to Main Menu
4. Repeat Menu

Record a New Announcement

Press
1. Record Audio Announcement
2. Return to Main Menu
3. Repeat Menu

NOTE: Announcements will be stored in the Announcement Repository in the Nextiva Voice Portal.

Change Voicemail Passcode

Press
Enter the new Voicemail passcode, then press #.
Press * to Return to the Main Menu.

Exit Voicemail Portal

Press
Disconnects the call from the Voicemail Portal.

Repeat Menu

Press
Repeats the Main Menu options.