



Personal Voice Portal Quick Reference Guide

Access the Voice Portal

You can access your personal voice portal using your own phone, or another phone. To log in, dial one of the following:

- Your phone number/extension
- Group voice portal number/extension
- Location code/extension
- Enterprise voice portal number/extension (if enabled)

Your administrator provides you with the phone number/extension for the group and/or enterprise voice portals. (*This guide refers to both as the voice portal number/extension.*)

NOTE: Your voice portal may be configured with keypad numbers and menus different from those listed on this card. If so, please see your group administrator for more information.

First Log in With the Voice Portal Wizard

Dial your phone number/extension or the voice portal number/extension, and then:

- 1) If requested, enter your phone number.
- 2) Enter a new passcode at the (voice portal wizard) prompt.
- 3) Re-enter your passcode at the prompt.
- 4) Record your name at the prompt.
- 5) Press #.

Log in

Dial your phone number/extension, and then:

From your own phone:

- 1) Enter the correct passcode to reach the Voice Messaging Main Menu.
- 2) At Voice Messaging menu, press * to reach the Voice Portal Main Menu.

From your own phone with auto login enabled:

- 1) At Voice Messaging menu, press * to reach the Voice Portal Main Menu.

From a phone other than your own:

- 1) Press * during your outgoing greeting to reach the login prompt.
- 2) Enter the correct passcode to reach the Voice Messaging Main Menu.
- 3) At the Voice Messaging menu, press * to reach the Voice Portal Main Menu.

Dial the voice portal phone number/extension, and then:

From your own phone:

- 1) Enter the correct passcode to reach Voice Portal Main Menu.

From your own phone with auto login enabled:

- 1) Select a menu item from the Voice Portal Main Menu.

From a phone in your group other than your own:

- 1) Press * during the greeting to reach the Voice Portal login prompt.
- 2) Enter your phone number/extension. †
- 3) Enter the correct passcode to reach the Voice Portal Main Menu.

From a phone outside of your group:

- 1) Enter your phone number/extension. †
- 2) Enter the correct passcode to reach Voice Portal Main Menu.

From a phone outside of your group with auto login enabled:

- 1) Enter your phone number/extension to access the Voice Portal Main Menu. †

†Option: If your administrator allows it, enter your number including the area code or a Voice Mail Alias followed by the pound key #.

Leaving Messages for Other Users

During greeting:

- # Interrupt the greeting and start recording voice or video message.
- * Transfer out of greeting to Voice Portal password prompt.
- 0 Transfer out of greeting to configured number.

While recording message:

- * Cancel recording and transfer to Voice Portal password prompt.
- 0 Cancel recording and transfer to configured number.
- # Stop recording and review message.

Review message

- 1 Erase message and record again.
- 2 Listen or view current message.
- 3 OR hang up to send message.
- 6 Set or clear the urgent indicator.
- 7 Set or clear the confidential indicator.
- * Cancel recording and transfer to Voice Portal password prompt.
- 0 Cancel recording and transfer to configured number.
- # Repeat menu.

Voice Portal Main Menu

- 1 Access **Voice Messaging** †
- 2 Change **Web Express** Profile †
- 3 Record **Personalized Name**
- 4 Change **Call Forwarding** Options †
- 6 **Make Calls** †
- 7 **Access Hoteling** †
- 8 Change **Passcode**
- 9 Exit
- # Repeat Main Menu

† Options for accessing these services are provided only if they have been assigned to you.

Voice Messaging

- 1 Play Messages
- 2 Busy Greeting Menu
- 3 No Answer Greeting Menu
- 5 Compose Message Menu
- 7 Delete All Messages
- * Return to Voice Portal Main Menu
- # Repeat menu

Web Express†

- 1 Activate "Available – In Office" Profile
- 2 Activate "Available – Out of Office" Profile
- 3 Activate "Busy" Profile
- 4 Activate "Unavailable" Profile
- 5 No Active Profile
- * Return to Voice Portal Main Menu

† If you use a traditional telephone, you use Web Express SR. See the Web Express SR service configuration web page for more information.



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Personalized Name

- 1 Record new Personalized Name
- 2 Listen to current Personalized Name
- 3 Delete Personalized Name
- * Return to Voice Portal Main Menu
- # Repeat menu

Call Forwarding

- 1 Activate Call Forwarding
- 2 Deactivate Call Forwarding
- 3 Change forwarding destination
- 4 Listen to forwarding status
- * Return to Voice Portal Main Menu
- # Repeat menu

Forwarding Destination

- # Enter forward to number, followed by the pound key
- * Return to Call Forwarding Menu

Make Calls

Enter the destination digits

- # Return to Voice Portal Main Menu

While engaged in a call:

- ## Terminate a call and make another call

Passcode

- # Enter new passcode, followed by the pound key
- * Return to Voice Portal Main Menu

Play Messages Menu

- # Save message
- 7 Delete message
- 2 Play or repeat message; skip envelope

While playing messages:

- 1 Skip backward 3 seconds
- 2 Pause playback
- 3 Skip forward 3 seconds
- 4 Skip to beginning of message
- 6 Skip to end of message
- 4 Return to previous message
- 5 Play message envelope
- 6 Move to next message
- 8 Initiate call to sender
- 9 Hear additional options
- * Return to Voice Messaging Main Menu
- # Repeat menu

NOTES: You can interrupt the message or envelope to perform any function.

New messages flagged as urgent are played first.

Additional Options

- 1 Reply to message
- 2 Forward Message
- * Return to Play Messages Menu
- # Repeat menu

Forward Message

- 1 Change current introduction
- 2 Listen to current introduction
- 3 Send message to specific group members
- 4 Send message to entire group
- 5 Send message to distribution list (option offered only if enabled)
- 6 Set or clear urgent indicator
- 7 Set or clear confidential indicator
- * Return to Play Messages Menu
- # Repeat menu

NOTES: Messages marked confidential cannot be forwarded.

If you have an Enterprise Voice Portal, you can forward messages to others outside of your group but not the entire group.

Select Distribution List

- 0 Select distribution list 0
- 1 Select distribution list 1
- 2 Select distribution list 2
- 3 Select distribution list 3
(Distribution lists are numbered consecutively from 1- 15)
- 15 Select distribution list 15
- * Return to the previous menu
- # Repeat menu

Distribution List Menu

- 1 Select another distribution list
- 2 Review the selected distribution list
- 3 Send the message
- * Return to the previous menu
- # Repeat menu

Reply to Message

- 1 Change current reply
- 2 Listen to current reply
- 3 Send reply
- 6 Set or clear urgent indicator
- 7 Set or clear confidential indicator
- * Return to Play Messages Menu
- # Repeat menu

Busy Greeting Menu

- 1 Record new Busy Greeting
- 2 Listen to current Busy Greeting
- 3 Revert to system default Busy Greeting
- * Return to Voice Messaging Main Menu
- # Repeat menu

No Answer Greeting Menu

- 1 Record new No Answer Greeting
- 2 Listen to current No Answer Greeting
- 3 Revert to system default No Answer Greeting
- * Return to Voice Messaging main menu
- # Repeat menu

Compose Message

- 1 Change current message
- 2 Listen to current message
- 3 Send message to specific group member(s)
- 4 Send message to entire group
- 5 Send message to distribution list (if configured)
- 6 Set or clear urgent indicator
- 7 Set or clear confidential indicator
- * Return to Voice Messaging Main Menu
- # Repeat menu

NOTE: In an Enterprise Voice Portal, you can send messages to others outside of your group but not the entire group.

Access Hoteling*

- 1 Check Host status
- 2 Associate with Host
- 3 Disassociate from Host
- 4 Return to Main Menu
- 5 Repeat menu

* Associate a guest with a host via the Voice Portal through the guest user's Voice Portal when the Hoteling Guest service is assigned. The guest user must log into the voice portal, using his/her userid/password, from the Hoteling Host user's device.