



# Nextiva Voicemail Menu Options



## Access the Voicemail Box

Press

1

1. Listen to Messages
2. Change Busy Greeting
3. Change No Answer Greeting
4. Change Extended Away Greeting
5. Compose Voicemail Message and Send # Repeat Menu
7. Delete All Messages
8. Modify Message Deposit Settings
- \* CommPilot Voice Portal

## Change CommPilot Express Profile

Press

2

1. Activate Available: In Office
2. Activate Available: Out of Office
3. Activate Busy Profile
4. Activate Unavailable Profile
5. No Profile
- \* Return to Main Menu

## Greetings Menu

Press

3

1. Record Name
2. Change Conference Greetings
- \* Return to Main Menu
- # Repeat Menu

## Record a New Announcement

Press

5

1. Record Audio Announcement
- \* Return to Main Menu
- # Repeat Menu

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

## Change Voicemail Passcode

Press

8

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

## Exit Voicemail Portal

Press

9

- Disconnects the call from the Voicemail Portal.

## Repeat Menu

Press

#

- Repeats the Main Menu options.