

## Alcatel-Lucent 4635 Voicemail Cheat Sheet

### **To Retrieve Voicemail From Your Alcatel-Lucent Phone:**

- ◆ Press the amber messages button on your phone.
- ◆ Press the white soft key next to Voicemail on your display. (If you have a 4008 telephone press the OK button)
- ◆ Enter your password when prompted.

### **To Retrieve Voicemail from Outside:**

- ◆ Dial the remote access telephone number – 516-441-4999.
- ◆ When prompted, press #.
- ◆ Enter your extension number.
- ◆ Enter your password.

### **To Retrieve Voicemail From An Alcatel-Lucent Phone Other Than Your Own:**

- ◆ Press the amber messages button on your phone.
- ◆ Press the white soft key next to Voicemail on your display.
- ◆ Enter your password.

### **Main Menu Prompts:**

- ◆ Press 1 – Review Messages
- ◆ Press 2 – Send Messages
- ◆ Press 3 – Locate Messages (*not prompted*)
- ◆ Press 4 – Personal Options (*not prompted*)

### **Review Messages Menu:**

- ◆ Press 1 – Listen to unopened messages (new)
- ◆ Press 2 – Listen to all messages

### **Playback Options (*while listening to a message*):**

- ◆ Press 1 – rewind 10 seconds
- ◆ Press 1, 1 – rewind to the beginning
- ◆ Press 2 – pause/unpause
- ◆ Press 3 – forward 10 seconds
- ◆ Press 3, 3 – forward to the end
- ◆ Press 3, 3, 7 – forward to end of message and delete
- ◆ Press 4 – slow message playback
- ◆ Press 5 – envelope information (date & time)
- ◆ Press 6 – speed up message playback
- ◆ Press # - skip message

### **End of Message Options (*after listening to a message*):**

- ◆ Press 4 – replay message
- ◆ Press 5 – envelope information (date & time)
- ◆ Press 6 – send a copy of message to another user
- ◆ Press 7 – delete message
- ◆ Press 9 – save message

### **Send Messages Menu:**

- ◆ In main menu press 2 to leave a message for another user.
- ◆ Record the message.
- ◆ Enter the destination extension number.
- ◆ Press # to send your message.

### **Personal Options Menu:**

- ◆ Press 1 – notification on/off
- ◆ Press 2 – administrative options
- ◆ Press 3 - greetings

### **Shortcuts (begin at Main Menu):**

- ◆ To listen to new messages press 1, 1
- ◆ To change your password press 4, 2, 1, 1
- ◆ To change your greeting press 4, 3, 1
- ◆ To change your name press 4, 3, 3