brightspeed

Voicemail Quick Reference Guide

Main Menu

1 Review Messages
2 Send Messages
3 Mailbox Settings
6 Greetings

Note: Before you can use your mailbox, you must complete mailbox set-up. Call 1-833-558-6245 from your business phone which has voice messaging service and follow the instructions. Menu selections will vary depending on your voicemail class of service.

Global Keys

* Cancel or Up a Menu
0 Helpful Hints

To create a Distribution list
- Press 3 for personal options.
- Press 4 for distribution list.
- To create distribution list - Press 1.
- After pressing 1 to create a distribution list, system will give you your first distribution list of 01.
- Enter the phone number of the mailbox you would like to add in the distribution list, followed by #.
- System will ask you to record name of person followed by #.
- System will take you back to distribution list to add another phone #.
- Repeat sequence until finished adding the numbers.
- Once you have added all the numbers, press * and the * to go back to main menu.

To Send a Message to a Distribution list
- Once distribution list has been created, to send a message to the distribution list, from the main menu press 2 to record or forward a voice mail.
- Press 2 for distribution list and then your distribution list number, 01.

To see who is in your distribution list, press 2
- To modify a distribution list, press 3.
- To delete a distribution list press 4.

1 Review Messages

1 Listen to Message again
2 Archive this Message
3 Delete this Message
4 Transfer this Message
5 Reply to this Message
6 Previous Message
8 Next Message
* Back to the Main Menu

2 Send Messages

1 Record and forward
   (enter 10 digit number)
* Back to the Main Menu

3 Mailbox Settings

2 Modify Pin
* Back to the Main Menu

6 Greetings

1 Record your Greeting
2 Record a Secondary Greeting
3 Record your Name as a Greeting
4 Enable or Disable Secondary Greeting
5 Enable or Disable Name Greeting
6 Modify your Greetings
* Back to the Main Menu