QUICK REFERENCE GUIDE

Cloud One UC
Communicate & Collaborate
Powered by Tel-One

Voicemail x5000

1 New Messages	**2** Saved Messages	**3** Send Messages	**4** Set Call Forwarding	**5** Control Options	**6** Greetings	**7** Deleted Messages	**from any menu**

1 New Messages:
- **1** save
- **2** replay
- **3** forward to user
- **4** delete
- **5** skip
- **6** reply (note 1)
- **7** rewind 15 sec
- **8** pause/continue
- **9** fast fwd 15 sec

during recording message playback
- **5** skip
- **7** rewind
- **8** pause/continue
- **9** fast forward

3 Send Messages:
- **1** to mailbox (note 3)
- **2** destination device
- **3** turn forward on/off
- **4** forward to here (note 4)

- **1** to individuals (note 2)
- **2** to all
- **3** to defined groups

5 Control Options:
- **1** set password
- **2** record name

6 Greetings:
- **1** record greeting
- **2** review greeting
- **3** select greeting

7 Deleted Messages:
- **1** retrieve to saved box
- **2** replay
- **3** skip

from any menu
- **#** previous menu
- **#** done with current action

Notes
1. can only reply to internal callers
2. each user extension is delimited by a # sign
3. same as Do Not Disturb (DN) feature
4. forward all clls to the current phone being used (requires confirmation)
5. from your main numbers automated message press the " Star" key to manage mailboxes.

HELP DESK

NEED HELP?
Call : 434-4-TELONE Email : support@tel-one.com

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