# Cisco Voicemail System Quick Reference

1, Internal Access:
- Press [icon], [icon] or dial 5000
- Enter Voicemail PIN follow by #

2, External Access:
- Dial 2358 5000
- Enter ID (ID = extension)
- Enter Voicemail PIN follow by #

**Main Menu**

1 > Listen to new messages

3 > Review old messages

1 > To repeat
2 > To save
3 > To delete
4 > To reply
5 > To forward
* > To return to main menu

2 > Send message → Record message + # → Enter extension + # → Press # to send

4 > Setup options

1 > Change greeting
- 1 > Record greeting
- 2 > Turn on / off alternate greeting
- 3 > Edit other greetings
- 4 > Hear all greetings

2 > Message settings

3 > Personal preferences
- 1 > Change Voicemail PIN
- 2 > Change recorded name

0 > Help