

# Inter-Tel® EncoreCX®

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## Voice Messaging Press

- |   |         |
|---|---------|
| To access your Voice Mail box/<br>System Voice Mail box           | *       |
| Enter Your Extension Number<br>or enter the System Voice Mail box | XX<br>0 |
| Enter Your Password and press                                     | #       |
| To start playing your message                                     | 1       |
| For your personal greetings                                       | 9       |
| To change your password   | 0       |
| For more information  | 2       |

# When logged into your voice mail

Press

For your personal greetings	9
To select your primary greeting	1
To select your alternate greeting	2
To exit	0
To Record your greeting	1
To Check your greeting	2
To Delete your greeting	3

When replaying messages:	
For more information	1
For pausing the message	#
Go to next message	2
Erase and go to next	3
Start of message	4
Previous message	5
Save message	6
Go back 10 Secs.	7
Go forward 10 Secs.	8
Forward the message	9
Return the call	0