

# Lingo Voicemail User Guide

---

## Initial Voicemail Setup

---

From your Lingo phone:

1. Dial **[1111]**
2. Enter a new **[passcode]** at the prompt followed by **[#]** - (default passcode is **[0000]**)
3. If prompted, enter your new **[passcode]** followed by **[#]**
4. Record your name at the prompt followed by **[#]**

From any phone:

1. Dial your **[Lingo phone number]**
2. When you hear the voicemail greeting, press **[\*]**
3. Enter a new **[passcode]** at the prompt followed by **[#]** - (default passcode is **[0000]**)
4. If prompted, enter your new **[passcode]** followed by **[#]**
5. Record your name at the prompt followed by **[#]**

---

## Personalized Name Announcement

---

**Press [3] from the Voice Portal Main Menu to record/edit your Personal Name Announcement**

- [1]** - Record new Personalized Name
- [2]** - Listen to current Personalized Name
- [3]** - Delete Personalized Name

---

## Record Greetings

---

**Press [1] from the Voice Portal Main Menu for Voicemail Menu then,**

### Record No Answer Greeting

- Press **[3]** for No Answer Greeting Menu then,
- [1]** - Record new No Answer Greeting
  - [2]** - Listen to current No Answer Greeting
  - [3]** - Revert to system default No Answer Greeting

---

## Checking Voicemail

---

From your Lingo phone:

1. Dial **[1111]**
2. Enter your personal **[passcode]** followed by **[#]**
3. Press **[1]** from the Voicemail Menu to listen to your messages

From any phone:

1. Dial your **[Lingo phone number]**
2. When you hear your voicemail greeting, press **[\*]**
3. Enter your personal **[passcode]** followed by **[#]**
4. Press **[1]** from the Voicemail Menu to listen to your messages

## Voice Portal Main Menu

- 1 Access Voicemail Menu
- 3 Record Personalized Name
- 4 Program Call Forwarding
- 8 Change Passcode
- 9 Exit

## Voicemail Menu

- 1 Listen to Your Messages
- 2 Busy Greeting Menu
- 3 No Answer Greeting Menu
- 5 Compose Message Menu
- 7 Delete All Messages

## Listen to Your Messages

### While your message is playing:

- #** Save message
- 7 Delete message
- 4 Restart message (push twice to access previous message)
- 6 Skip to end of message
- 1 Skip back 3 seconds
- 3 Skip forward 3 seconds
- 2 Pause playback
- 5 Play message envelope
- 8 Initiate call to sender
- 9 Hear additional options

### After message has played:

- #** Save message
- 7 Delete message
- 2 Replay message (push twice to access previous message, or push 4 once)
- 6 Skip to next message
- 5 Play message envelope
- 8 Initiate call to sender
- 9 Hear additional options

### Return to Main Menu

- \* Return to main menu

### Repeat menu

- #** Repeat menu



---

## Program Call Forwarding

---

**Press [4] from the Voice Portal Main Menu for the Program Call Forwarding Menu**

### Remote Call Forwarding

- [1]** - Activate Call Forwarding
- [2]** - De-activate Call Forwarding
- [3]** - Change forwarding destination
- [4]** - Listen to forwarding status

### Program Forwarding Destination (Initial Setup)

- [#]** - Enter forward to number followed by **[#]**

---

## Change Passcode

---

**Press [8] from the Voice Portal Main Menu to access the Change Passcode Menu**

- [#]** - Enter new passcode, followed by the pound key