

Voicemail Capabilities

The Boardroom at Cherry Creek is proud to offer our Avaya Voice Control voicemail system. This voice-activated system will allow you to retrieve your voicemail messages from any phone around the world or through your computer e-mail connection. It can also read your e-mail messages to you, so you can access that time-sensitive e-mail message even when you aren't near a computer.

The following is a listing of the basic commands for our voicemail server. Simply dial in to our system by calling **303-331-6199**, press * and your extension number, and then your password. Upon dialing your password, the system will ask you what you would like to do. From there, simply state the command that you desire, or dial the corresponding touchtone command.

<u>Voice Control Instructions – Quick Reference Guide</u>			
Upon dialing into the Voice Control system you will hear, “Hello, what would you like to do?”			
From here, you can speak any of the following Voice Commands or enter the corresponding Touchtone Command.			
<u>Commands After Initial Prompt</u>		<u>Message Options</u>	
<u>VOICE COMMAND</u>	<u>TOUCHTONE COMMAND</u>	<u>VOICE COMMAND</u>	<u>TOUCHTONE COMMAND</u>
Get New Messages	1	Skip Message	1
Get Saved Messages	2	Save Message	2
Change My Name	3	Delete Message	3
Change My Greeting	4	Copy Message	4
Change My Password	7	Forward Message	5
Get Deleted Messages	8	Repeat Message (After Message)	7
Get First / Last / Previous Message	N/A	Get Time Stamp (After Message)	8
Record A Message	N/A		
<u>Additional Functions & Voice Commands</u>			
Rewind message 5 sec. (while listening)	7	Call <<Name>>	Places outside call to pre-saved entry number
Pause message (while listening)	8	Enable / Disable Pager Notification	Turns paging notification on / off
Fast forward 5 sec. (while listening)	9	Barge-in, skips prompt	#
Exit System	“Good-bye”	Voice Control help options	*0 or “Help”