

ClearStar Voicemail Menus



Call in by pressing Messages, dialing *62, or your voice portal number.

Main Menu

- 1 Access Voice Messaging
- 3 Record Personalized Name
- 8 Change Passcode
- 9 Exit
- # Repeat Main Menu

Voice Messaging Menu

- 1 Play Messages
- 2 Change Busy Greeting
- 3 Change No Answer Greeting
- 5 Compose Message
- 7 Delete All Messages
- * Return to Voice Portal main menu
- # Repeat menu

Play Messages Menu

- 1 Skip backward 3 seconds
- 2 Skip envelope, pause/start message
- 2 Pause playback
- 3 Skip forward 3 seconds
- 4 Skip to beginning of message
- 5 Play message envelope
- 6 Skip to end of message
- 7 Delete message
- 9 Hear additional options
- * Return to Voice Messaging Menu
- # Save message

Note: You can interrupt the message or envelope to perform any function.

Note: New messages flagged as urgent are played first.

FOR LEAVING MESSAGES

During the outgoing greeting:

Pressing # interrupts the greeting and starts recording your message right away.

Pressing * transfers out of greeting to check messages.

Pressing 0 transfers to the user specified operator (if set up on the web portal).

While recording “incoming” message:

Pressing # stops recording and reviews message

Pressing * cancels recording and transfer to Voice Portal login prompt.

Pressing 0 cancels recording and transfers to configured number

While reviewing a message you want to leave:

1 Erase message and record again

2 Listen to current message

3 or simply hang up to send message

6 Set the urgent indicator

7 Set or clear the confidential indicator

* Cancel recording & transfer to Voice Portal password prompt

0 Cancel recording and transfer to configured number

Repeat menu

Forwarding a message.

While listening, Press 9, then 2, record an introduction, press #.

Press 3, enter an extension and #. Press # to confirm and send.

Short Version