



 eVoice



Telephone User Interface (TUI)

Log In

1. Call your eVoice Number
(enter extension if applicable)
2. Press * when the voice prompt starts
3. Enter Password (PIN)
4. Press #



At Any Time

Press:

- * Return to Previous Menu**
- 0 Contact Customer Support**

Main Menu

Click on an option to know more

① Listen to Voicemail

The Listen to Voicemail module allows you to access, listen to, and manage your voicemail messages.

② Place a Call

The Place a Call module is a fundamental feature allowing you to initiate voice calls to other phone numbers or contacts.

④ Conference Center

The Conference Center feature is a powerful tool that facilitates group meetings, discussions, and collaborations over the phone. It enables multiple participants to join a single call, creating a virtual meeting room where everyone can communicate in real-time.

⑧ Personal Options

The Personal Options section enables you to record greetings, set up find me/follow me location services, and activate automatic voicemail forwarding.

1 Listen to Voicemail

While listening to a message you can press:

- ① Rewind Voicemail 8 seconds
(or to message start if = < 8 secs)
- ② Pause Message/Restart Message
- ③ Jump Voicemail 10 seconds
(or to message end if = < 10 secs)
- ⑦ Delete Message
- ⑧ Reply to Message
- ⑨ Save Message
- # Skip to Next Message
- * Return to Header Info
- 0 Get More Help



If ⑧ Replying to
a Message, then

Call Message Sender

[click here to go back to main menu](#)



2 Place a Call

> Enter Speed Dial Code

Enter 2-digit code
Press # to confirm

> Enter New Number

Area Code + Number
Press # to Confirm

> Call International Number

011 + Area Code + Number
Press # to Confirm

> Transfer Current Call

*9 Transfer the Caller

- ① To Voicemail
- ② To Extension*
- ③ To Speed Dial #*
- ④ To Place Call

After making a selection, follow the prompts to indicate the recipient/destination. (* If ext/speed dial # available)

*9 To Complete Transfer

**To Cancel Transfer

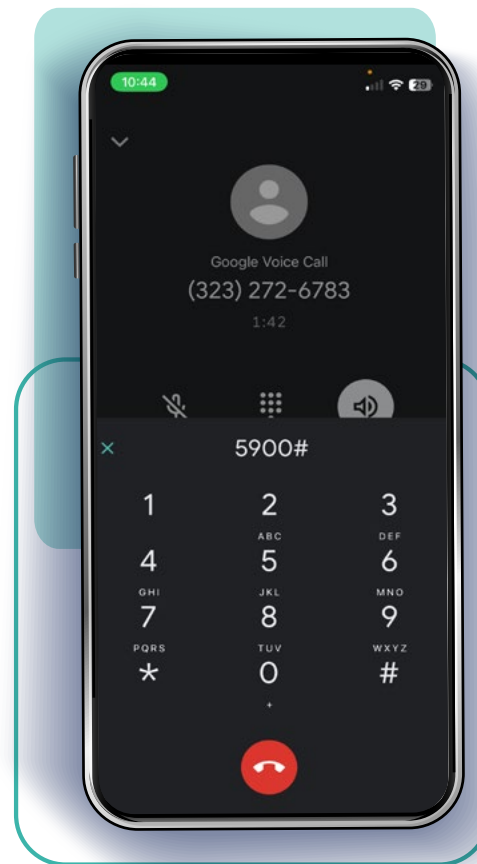
[click here to go back to main menu](#)



4 Conference Center

- Enter Conference Code
- Press #

Routes to conference center.
No option to go back.



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8 Personal Options

4 Record Greetings

- ① Personal Greeting
- ② Recorded Name
- ③ Extended Absence Greeting
- ⑤ Unavailable Greeting

After Recording

- ① Review ② Re-record
- ③ Append ④ Cancel
- # Save

6 Find Me/Follow Me

- ① Temp. Disable Location Schedule
- ② Temp. Voice Override Location
- ③ Modify Temp. Override Location
- ⑥ Modify Default Override Location

8 Auto. V-Mail Forwarding

- ① Auto V-Mail Forwarding (On/Off)
- ② Storage Options

[click here to go back to main menu](#)