

# MAXcoreplatform

## VOICE PORTAL USER GUIDE

### To access the Voice Portal Main Menu:

1. Access your voicemail (XXX) XXX-XXXX
2. Enter your 5 digit pass code & press the # key

### VIP Voice Portal Main Menu

- 1 **New Messages**
- 2 **Change Folders**
- 3 **Advanced Options**
- 0 **Mailbox Options**
- # **Exit (hang up)**

#### 1. New Messages

Press 2 to play Msg from the beginning  
Press 3 Advanced Options  
Press 4 to go back to the Previous Msg  
Press 5 repeat current message  
Press 6 next message  
Press 7 DELETE current message (toggles)  
Press 8 Forward  
Press 9 Save  
Press # to Fast Forward  
Press \* to Rewind  
Press 0 to pause / unpause (toggling)

#### 0. Mailbox Options

Press 1 for Unavailable Greeting  
Press 2 for Busy Greeting  
Press 3 Name Recording  
Press 4 to Manage Temporary Greeting  
Press 5 change password

#### 2. Change Folder

Press 0 New Messages  
Press 1 Old Messages  
Press 2 Work Messages  
Press 3 Family Messages  
Press 4 Friends Messages  
\* To Repeat current menu  
# To Main Menu

#### 3. Advanced Options

Press 1 to send a reply  
Press 2 to call the person who sent the msg  
Press 3 to hear the message envelope  
Press 5 to leave a message  
\* To Return to main menu



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