

Single Number Reach

Touch-Tone™ Quick Reference Guide

To access your Single Number Reach messages and settings:

1. Dial your Single Number Reach phone number.
2. Press the # key.
3. Enter your voicemail password, then press #.
4. Follow the voice prompts to perform your desired action(s).

This guide outlines the options available.

Main Menu

- | | |
|--------------------------------------|------------------------------------|
| 1 1 Check new messages | 4 Personal options |
| 1 Review all messages | 5 Restart |
| 2 Send a message | 6 Address book ² |
| 3 Make a call ¹ | * Exit |

Universal Star Menu (can be used at any prompt)

- | | |
|-----------------------------|------------------------------------|
| * 2 Back | * 9 Disconnect |
| * 4 Help | * 6 Replay menu |
| * 6 Main menu | * * Speed dial calls |
| * 7 Pause | |

1 **1** Check new messages/review all messages

During playback you can:

- | | |
|-----------------------------|------------------------|
| 1 Rewind | 6 Play faster |
| 2 Pause/restart | 8 Softer |
| 3 Fast forward | 9 Louder |
| 4 Play slower | * Skip to end |
| 5 Listen to envelope | # Cancel review |

After playback you can:

- | | |
|-----------------------------|-----------------------|
| 3 Return call | 7 Erase |
| 4 Replay | 8 Reply |
| 5 Listen to envelope | 9 Save |
| 6 Forward | * Skip to next |

2 Send message

After you record a message you can:

- | | |
|--------------------|----------------------------------|
| 2 Playback | 4 Select delivery options |
| 3 Re-record | 5 Select recipients |

Delivery options

- | | |
|-------------------------------|--------------------------|
| 1 Private | 4 Future delivery |
| 2 Urgent | * Send |
| 3 Message confirmation | |

3 Make a call¹

- | | |
|----------------------|---------------------|
| 1 Dial number | 2 Speed dial |
|----------------------|---------------------|

4 Personal options

- | | |
|---|---------------------------------|
| 1 Administer voicemail password/distribution lists | 3 Administer greetings |
| 2 Administer Single Number Reach | 4 Administer fax forward |

Administer distribution lists

- | | |
|----------------------|----------------------|
| 1 Create list | 3 Manage list |
| 2 Delete list | 4 Review list |

Administer Single Number Reach¹

- | | |
|------------------------------------|--|
| 1 Forward per schedule | 3 Disable |
| 2 Forward per single number | 4 Do not disturb activate/deactivate ² |

Administer greetings

- | | |
|-------------------------------------|--------------------------------|
| 1 Personal greetings | 5 In-hours greeting |
| 2 Extended absence greetings | 6 Busy greeting |
| 3 Name (system greeting) | 7 Out-of-hours greeting |
| 4 Call director greeting | |

Administer fax forward number

Enter the fax number, then press **#**

● Optional features

