



Welcome to O1 Communications

We thank you for choosing O1 for your Voice needs

There are two (2) different ways to access your voicemail – locally from your telephone, or remotely.

Local Access

- Simply press the “messages” button on your phones
- When prompted, enter your 4 digit extension and password
- The auto attendant will walk you through to either check your messages or to change any of your mailbox options

Remote Access

- Dial your phone number
- When your greeting begins to play, press the * key
- When prompted, enter your 4 digit extension and password
- The auto attendant will walk you through to either check your messages or to change any of your mail box options

Voice Mail Auto Attendant Options

Main Menu Options

Option 0 – Mail Box Options

- Press 1 to record your unavailable message
- Press 2 to record your busy message
- Press 3 to record your name only
- Press 4 to record a temporary greeting
- Press 5 to change your password

Option 1 - New Messages

- Press 1 to listen to your messages
- Press 6 to listen to the next message
- Press 7 to delete the message
- Press 8 to forward the message to another extension
- Press 9 to save the message
- Press 1 to skip over your automated attendant message

Option 2 – Folders

- Press 0 for new messages folder
- Press 1 for old messages folder
- Press 2 for work messages folder
- Press 3 for family messages folder
- Press 4 for friends’ message folder
- Press # to cancel

Option 3 – Advanced Options

(Only used while listening to a message to rewind/fast forward a part of the message, etc.)

- Press 1 to reply to the message
- Press 2 to listen to the message envelope