Alcatel-Lucent 4645 Voice Mail Guide

To Retrieve Voicemail From Your Alcatel-Lucent Phone:
♦ Press the amber messages button on your phone.
♦ Press the white soft key next to Voicemail on your display.
♦ Enter your password when prompted. (default password is 0000)

To Retrieve Voicemail from Outside:
♦ Dial the voicemail access number 718-817-2100.
♦ Press #.
♦ Enter your extension number.
♦ Enter your password.

Listen to Your Messages:
♦ In main menu press 1, 1 to listen to new messages.

Playback Options (while listening to a message):
♦ Press 1 – rewind 10 seconds
♦ Press 1, 1 – rewind to the beginning
♦ Press 2 – pause/resume
♦ Press 3 – forward 10 seconds
♦ Press 3, 3 – forward to the end
♦ Press 3, 3, 7 – forward to end of message and delete
♦ Press 4 – slow message playback
♦ Press 5 – envelope information (date & time)
♦ Press 0 – additional options
♦ Press # - skip message

End of Message Options (after listening to a message):
♦ Press 4 – replay message
♦ Press 5 – envelope information (date & time)
♦ Press 6 – send a copy of message to another user
♦ Press 7 – delete message
♦ Press 8 – reply to message
♦ Press 9 – save message

Recording Your Personal Greeting:
♦ In main menu press 4 to access personal options
♦ Press 2 – record greetings
♦ Press 1 – record personal OR press 4 - record extended absence.
♦ Press # when you are finished recording
♦ Press 1 - listen to your greeting
♦ Press # - confirm greeting.

Recording Your Name:
♦ In main menu press 4 to access personal options
♦ Press 2 – record greetings
♦ Press 6 – record your name
♦ Press # when you are finished recording
♦ Press 1 - listen to your name
♦ Press # - confirm

Selecting Greetings (Personal & Extended Absence):
♦ In main menu press 4 to access personal options
♦ Press 1 – Select Personal Greeting (your current greeting will play)
♦ Press 1 – Select Personal OR Press 4 – Select Extended Absence.
♦ The greeting you have selected will play to show that it is now the current greeting.

Changing Your Password:
♦ In main menu press 4 to access personal options
♦ Press 4 – change password
♦ Enter new password
♦ Press #
♦ System will read password back to you
♦ Press # - confirm

Send a Message:
♦ In main menu press 2 to leave a message for another user.
♦ Record the message.
♦ Enter the destination extension number.
♦ Press # to send your message.