

RAZORLINE

To access your voicemail remotely:

- Dial 504-274-4800. Enter your ten-digit number and press #. Enter your PIN and press #. You will be connected.
- Dial your ten-digit number and let it ring until your voicemail greeting picks up. Press * during greeting playback. Enter your PIN and press #. You will be connected.

MAIN MENU

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LISTEN TO MESSAGES

DURING-MESSAGE OPTIONS

- 1 – Replay Message
- 2 – Save
- 3 – Delete
- 4 – **Forward the Message**
- 6 – Fast Forward 2 seconds[±]
- 7 – Rewind 2 seconds[†]
- 8 – Increase Volume
- 9 – Decrease Volume
- # – Pause/Resume
- * – Main Menu

[±] - Press repeatedly to go to end of message.

[†] - Press repeatedly to go to beginning of message.

END-OF-MESSAGE OPTIONS

- 1 – Replay Message
- 2 – Save
- 3 – Delete
- 4 – **Forward the Message**
- 5 – **Reply to the Message**
- 6 – Play the Envelope Information
- 7 – Listen to the Previous Message
- # – Skip to Next Message
- * – Return to Main Menu

Record message, then press #.

- 1 – Review Your Intro
- 2 – Re-Record
- 6 – Add Recipients
- * – Cancel

Record message, then press #.

- 1 – Reply to Senders' Mailbox
- 5 – Call Sender and Reply Now
- * – Cancel

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SEND A MESSAGE

Record message, then press #.

- 1 – Review
- 2 – Re-Record
- 6 – **Add Recipients**
- * – Cancel

Add recipients by extension, and then press #.

* – Add Recipients By Name

1 – Add More Recipients

2 – **More Options**

- 1 – Review
- 2 – Send
- 3 – Schedule Delivery
- 4 – Re-Record
- 5 – Review List
- 6 – Add Recipients
- 7 – Mark As Urgent
- 8 – Mark As Private

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DIAL BY NAME

Enter last few letters of party's last name and wait for connection.

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USER OPTIONS

1 – Greetings and Name Announcements

- 3 – Set Current Greeting
- 6 – Modify Greetings
- 8 – Modify Name Announcement
- * – Go Back

Choose between making Generic, Busy & No Answer, or Extended Absence your active greeting.

- 1 – Modify Generic
- 2 – Modify Extended Absence
- 3 – Modify Busy
- 4 – Modify No Answer
- * – Go Back

2 – Modify PIN

Enter new PIN and press #.

3 – Message Playback Options

- 1 – Toggle between playing most recent or oldest messages first.
- 2 – Turn on/off envelope information playback before each message.
- * – Go Back

4 – Notification Options

- 1 – Toggle between pausing or resuming all voicemail notifications being sent.
- * – Main Menu

* – Main Menu

EXIT