

## Main Menu

- 1 Listen
  - 2 REPLY\*
  - 7 ERASE
  - 8 CALLBACK
  - 9 SAVE
  - 0 OPTIONS

## 2 Send a Message

## 3 Personal Options

## 8 Place Call

## \* Disconnect

\* This feature only applies when a message is received from another customer of PCS Service.

## Button Guide

- |                |                  |              |
|----------------|------------------|--------------|
| 1<br>DATE/TIME | 2<br>SEND REPLY* | 3<br>ADVANCE |
| 4<br>REPLAY    | 5<br>REWIND      | 6<br>FORWARD |
| 7<br>ERASE     | 8<br>CALLBACK    | 9<br>SAVE    |
| *<br>CANCEL    | 0<br>HELP        | #<br>SKIP    |

- 1 NOTIFICATION OPTIONS
- 2 ADMINISTRATIVE OPTIONS
- 3 GREETINGS
- 4 EXPERT MODE (ON/OFF)

- 1 PHONE NOTIFICATION
- 2 NUMERIC PAGING TO A PCS PHONE OR A PAGER

- 1 ONE-TOUCH MESSAGE ACCESS ON/OFF
- 2 HANDS-FREE LISTENING ON/OFF
- 3 MESSAGE DATE & TIME ON/OFF
- 4 CHANGE PASS CODE
- 5 GROUP DISTRIBUTION LIST

- 1 PERSONAL GREETINGS
- 2 NAME ANNOUNCEMENT
- 3 EXTENDED ABSENCE GREETING

# PCS Voicemail

### Quick Reference



Use this convenient wallet-size guide to help you get the most out of using PCS Voicemail.



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## Group Distribution Lists

Create up to 20 separate group lists, each with up to 20 PCS Voicemail customers. Your group lists will be stored in the voicemail system, not in your PCS Phone memory.

### From your voicemail main menu, press:

- 3** ▶ PERSONAL OPTIONS
- 2** ▶ ADMINISTRATIVE OPTIONS
- 5** ▶ FOR GROUP DISTRIBUTION LISTS
- ▶ FOLLOW THE PROMPTS TO CREATE, EDIT, RENAME OR DELETE A GROUP LIST

## Return and Place Calls

Return a call after listening to a message without disconnecting from voicemail by pressing **8**. Once call is complete, you're returned to voicemail to listen to additional messages. Make outgoing calls from your voicemail main menu by pressing **8** and entering the phone number. Once call is complete, you're returned to the voicemail main menu.

## Voicemail Box-to-Voicemail Box Message

Record and send a voice message to other PCS Voicemail customers.

### From the voicemail main menu, press:

- 2** ▶ TO SEND A MESSAGE
- ▶ FOLLOW THE PROMPTS TO ENTER THE 10-DIGIT PCS PHONE NUMBER(S) AND/OR GROUP LIST NUMBER(S)
- ▶ FOLLOW THE PROMPTS TO RECORD AND SEND YOUR VOICE MESSAGE

## Voicemail Box-to-Voicemail Box Message Forwarding

Forward a voice message, except those marked "Private," to other PCS Voicemail customers.

### After listening to a voice message, press:

- 6** ▶ TO FORWARD A MESSAGE
- ▶ FOLLOW THE PROMPTS TO ENTER THE 10-DIGIT PCS PHONE NUMBER(S) AND/OR GROUP LIST NUMBER(S)
- ▶ FOLLOW THE PROMPTS TO RECORD YOUR INTRODUCTION AND FORWARD THE MESSAGE

## Voicemail Box-to-Voicemail Box Message Reply

Reply to a voice message received from any other PCS Voicemail customer.

### After listening to a voice message, press:

- 2** ▶ TO REPLY TO A MESSAGE
- ▶ FOLLOW THE PROMPTS TO RECORD AND SEND YOUR REPLY

## Voicemail Box-to-Voicemail Box Message Receipt Request

Receive confirmation that your voice message has been listened to when you send, forward or reply to a message to other PCS Voicemail customers.

- ▶ AFTER PRESSING **1** TO INDICATE YOU ARE SATISFIED WITH THE MESSAGE YOU HAVE RECORDED, YOU WILL BE PROMPTED TO MARK YOUR MESSAGE. PRESS:
- 4** ▶ TO MARK RECEIPT REQUESTED (You may also mark your message as urgent and/or private)

## Continue Recording

You can add to a message you have recorded before sending the message, rather than deleting and rerecording.

- ▶ BEFORE PRESSING **1** TO INDICATE YOU ARE SATISFIED WITH THE MESSAGE YOU HAVE RECORDED, PRESS:
- 4** ▶ TO CONTINUE RECORDING

## Extended Absence Greeting

When your PCS Phone is off or you are off the Sprint Nationwide PCS Network for an extended period, this greeting can be played instead of your personal greeting.

### From the voicemail main menu, press:

- 3** ▶ FOR PERSONAL OPTIONS
- 3** ▶ FOR GREETINGS
- 3** ▶ TO RECORD AN EXTENDED ABSENCE GREETING

The next time you access voicemail from your PCS Phone, you'll be prompted to either cancel or continue using it.