

How to...

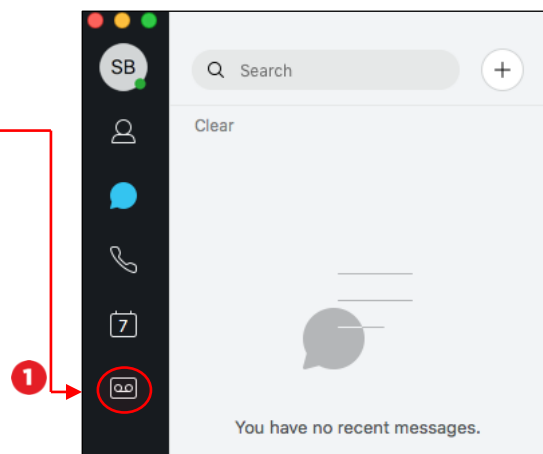
Use Voicemail on Jabber for Windows

Introduction

This guide will show you how to use Jabber to listen to, delete, restore and reply to voicemail messages.

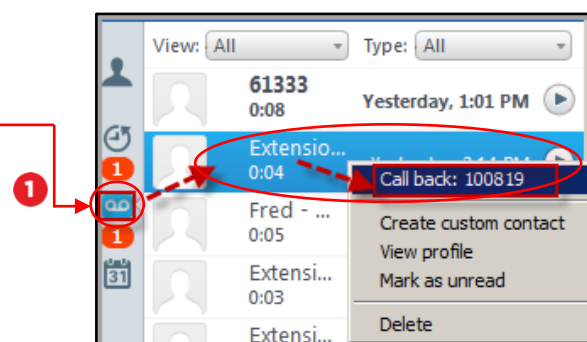
Step 1: Listen to voicemail

- 1 Select the **voicemail icon** on the left side of the main Jabber window. A list of your voicemail messages will be displayed. New messages will appear in **bold** text. The time and length of the message plus the caller's name will display.
- 2 To listen, select the **play** icon to the right of the message.
- 3 You can repeat sections of the message by clicking on the relevant time point.
- 4 Once you have listened to a message, it will no longer appear in **bold** text and the red indicator light on your desk phone (which indicates a new message) will go out.



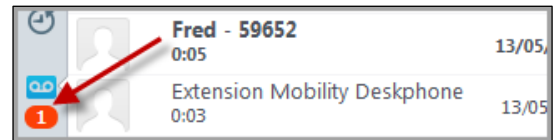
Step 2: Call the person who left a message

- 1 Select the **voicemail icon** on the left side of the main Jabber window. Right click over the caller you wish to call back and select **Call back**. The call window will appear.



Step 3: Mark a message as unread

- 1 Select the voicemail icon on the left side of the main Jabber window.
- 2 Right click over the message and select **Mark as unread**. When you do this, the missed-event counter above the voicemail button will display, and the message will display in **bold** text.



Delete a voicemail message

- Interacting with your voicemail in Jabber is the same as interacting with your voicemail via your desk phone. For example, if you delete a voicemail message through Jabber, it is deleted from the voicemail box.

- 1 Select the voicemail icon on the left side of the main Jabber window.
- 2 Right click over the message and select **Delete**.