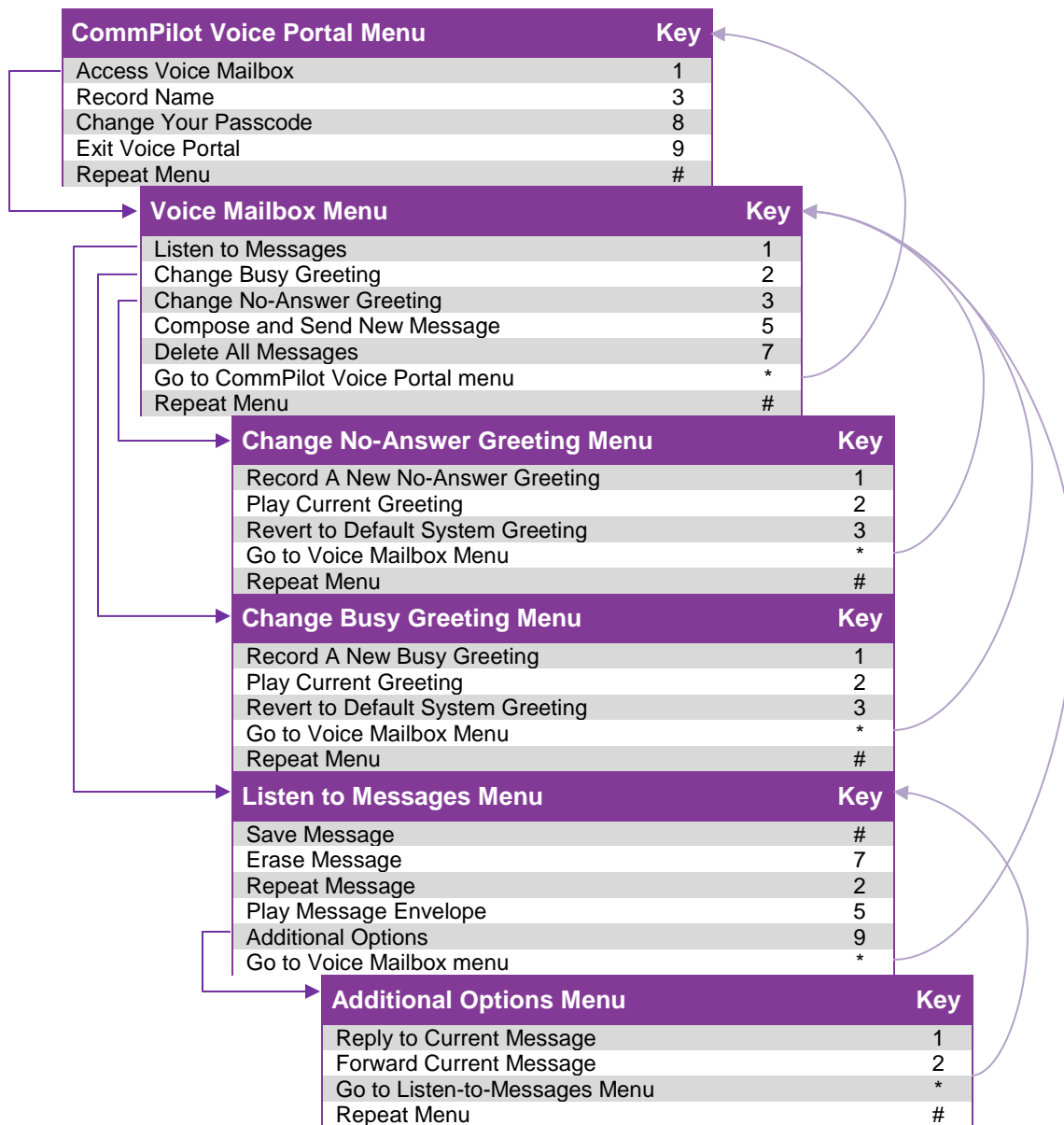# Voice Portal Menu Feature Guide

About this Document

This document provides a quick reference to the commonly used menu options in the Hosted PBX voice portal. When you log in to the voice portal, simply follow the audio prompts to perform that desired task.

Voice Portal menu

This is the voice portal menu tree as end users experience it. Users start at the CommPilot Voice Portal menu.

CommPilot Voice Portal Menu	Key
Access Voice Mailbox	1
Record Name	3
Change Your Passcode	8
Exit Voice Portal	9
Repeat Menu	#

Voice Mailbox Menu	Key
Listen to Messages	1
Change Busy Greeting	2
Change No-Answer Greeting	3
Compose and Send New Message	5
Delete All Messages	7
Go to CommPilot Voice Portal menu	*
Repeat Menu	#

Change No-Answer Greeting Menu	Key
Record A New No-Answer Greeting	1
Play Current Greeting	2
Revert to Default System Greeting	3
Go to Voice Mailbox Menu	*
Repeat Menu	#

Change Busy Greeting Menu	Key
Record A New Busy Greeting	1
Play Current Greeting	2
Revert to Default System Greeting	3
Go to Voice Mailbox Menu	*
Repeat Menu	#

Listen to Messages Menu	Key
Save Message	#
Erase Message	7
Repeat Message	2
Play Message Envelope	5
Additional Options	9
Go to Voice Mailbox menu	*

Additional Options Menu	Key
Reply to Current Message	1
Forward Current Message	2
Go to Listen-to-Messages Menu	*
Repeat Menu	#

<End>