bluArc
Connect Everyone • Everywhere
Hosted Business Phone & Internet Services

Quick Reference Guide
Voice Mail

Main Menu
- 1 Listen to Message
- 2 Send Message
- 3 Place Call (optional)
- 9 User Options
- * Disconnect/Hang Up
- 0 Help

Place Call
- Dial number excluding a 9 or 1 prefix, North America only
- * Cancel

Listen to Message
- 1 Playback Message
- 2 Save Message
- 3 Delete Message
- 4 Call Sender (optional)
- 5 Forward Message
- 6 Message Information
- 7 Rewind
- 8 Pause
- 9 Fast Forward
- # Message Menu
- * Main Menu
- 0 Help

Call Sender
- * Cancel

Send Message
- 1 Send
- 2 Erase/Re-Record
- 3 Listen to Recording
- 4 Mark Urgent
- 5 Add Recipients
- 6 Mark Private
- 7 Send Message
- 8 Main Menu
- 0 Help

User Options
- 1 Greetings & Name Recording
- 2 Change Passcode
- 3 Message Information Options
- 4 Call Answering Options
- * Main Menu
- 0 Help

Greetings & Name Recording
- 1 Review/Change Name Announcement
- 2 Review/Change Standard Greeting
- 4 Review/Change Alternate Greeting
- * Previous Menu
- 0 Help

Change Passcode
- Enter New Passcode
- * Cancel and Return to Main Menu

Message Information
- 1 Enable Date/Time
- 2 Enable Sender Name
- * Return to Previous Menu
- 0 Help

Call Answering Options
- 1 Reject/Accept Voice Messages
- 2 Choose Active Greeting
- * Previous Menu