



## IVR (VOICEMAIL) MENU GUIDE



**The IVR Guide below is designed to provide the menu prompts when logged into your ClarityTel voicemail.**

To access your account, dial your number, then press \* .  
The system will ask for your Security Code, enter your Security Code, followed by the # key.

<b>Main Menu</b>	<b>1</b> Voice Message Review	<b>2</b> Send/Broadcast Messages	<b>3</b> Fax Message Review	<b>7</b> Account Maintenance	<b>8</b> Make A Call
<b>Function Menu</b>	1 - Save/Skip 2 - Replay 3 - Delete 4 - Save/Previous 5 - Forward 6 - Reply 7 - Permanent Save 8. Timestamp Bypass	1 - Record Voice File 2 - Broadcast Existing Voice/Fax File	1 - Save/Skip 2 - Replay Header Info 3 - Delete 4 - Save/Previous 5 - Forward 7 - Permanent Save	1 - Record Greetings 2 - Record Telephone Numbers 3 - Direct Incoming Calls 7 - Quick Set Up Script	Always Dial 1 + Area + Number + # 22 - Conference Call 33 - Delete Last Member Of Conference 55 - Transfer Call ## - Make Another Call
<b>Star Key Options</b>	Incoming Calls ** - Disconnect *4 - Hold *5 - Blind Transfer *6 - Record Call *7 - Park/Orbit	Outgoing Calls ** - Disconnect *4 - Hold *6 - Record Call			

For additional assistance please call Clarity Support at 866-399-8647 or email [support@claritytel.com](mailto:support@claritytel.com).