

Accessing Your Voicemail Mailbox

Press the voicemail button (Envelope icon) on your phone or dial *97. You should hear the voicemail prompt for your password.

Default password is "**4321**"

Once logged in, the system will respond with "You have X new messages"

"1" Listen to messages After pressing 1 to listen, use the following

- 5 to repeat message
- 6 to play next message
- 7 to delete message
- 8 to forward message to another mailbox
- 9 to save message to a folder

"2" Change folders

- 0 new messages
- 1 old messages
- 2 work messages
- 3 family messages
- 4 friends messages

"3" Advanced options

- Press 5 to leave a message for another extension
- Press * to return to main menu

"0" Mailbox Options

- 1 Record your "Unavailable message"
- 2 Record your "Busy message"
- 3 Record your Name
- 4 Manage your temporary greeting
- 5 Change your password
- * to return to Main Menu

"*" Help

"#" Exit Voicemail

Voicemail First Time Setup

Your voicemail box by default will greet callers with a system announcement listing your extension number is either unavaible or on the phone. If no greeting messages are recorded, but a name is recorded, the system will replace your extension number with the recorded name.

Begin setting up your voicemail

Press the voicemail button (Envelope icon) on your phone or dial ***97**. You should hear the voicemail prompt for your password.

Default password is "**4321**"

Once logged in, the system will respond with "You have X new messages"

Press 0 for mailbox options

All recording prompts below will give the following options.

"Begin speaking after the tone and press the pound sign (#)"

- 1** saves the message
- 2** plays back the message
- 3** restarts the recording process

Press 3 to record your name.

Press 1 to record your "Unavailable Message"

This message is played with your phone is offline, or simply unanswered.

Press 2 to record your "Busy Message"

This message is played if call waiting is turned off and you are on a call, the phone is in Do Not Disturb or, if you press "Reject" on an incoming call.

Press 5 to change your password for more security.

Contact the system administrator to recover or reset lost passwords

You can override the other greetings with a temporary greeting via option 4 in mailbox options. This might be useful if you are on holiday or away for an extended period of time. Don't forget to return to this menu to disable it after use!