

# Voicemail Get Started

## HOW TO SET UP YOUR VOICEMAIL

1. Press Messages button on your phone
2. Press Connect soft key (or use another access method, see below)
3. Enter temporary pass code (provided via email), followed by #
4. Enter new pass code (must be 6 digits), followed by #
5. Re-enter new pass code, followed by #
6. Record your First and Last name at the prompt, followed by #
7. Press 2 to record Busy Greeting
8. Press 3 to record No Answer Greeting
9. Press # to exit voicemail

A flashing line key, appearance of voicemail icon on the display screen, and a stutter in place of normal dial tone all indicate new voice mail messages. Save or delete message to clear alert. For full voice portal menu options, see chart on page 2.

## HOW TO LISTEN TO YOUR VOICEMAIL

Access voicemail from the office:

1. Use any method (see below) to access voice portal
2. Press 1 for voicemail box menu
3. Press 1 to play message

## ALTERNATE VOICEMAIL/VOICE PORTAL ACCESS

From your IP phone:

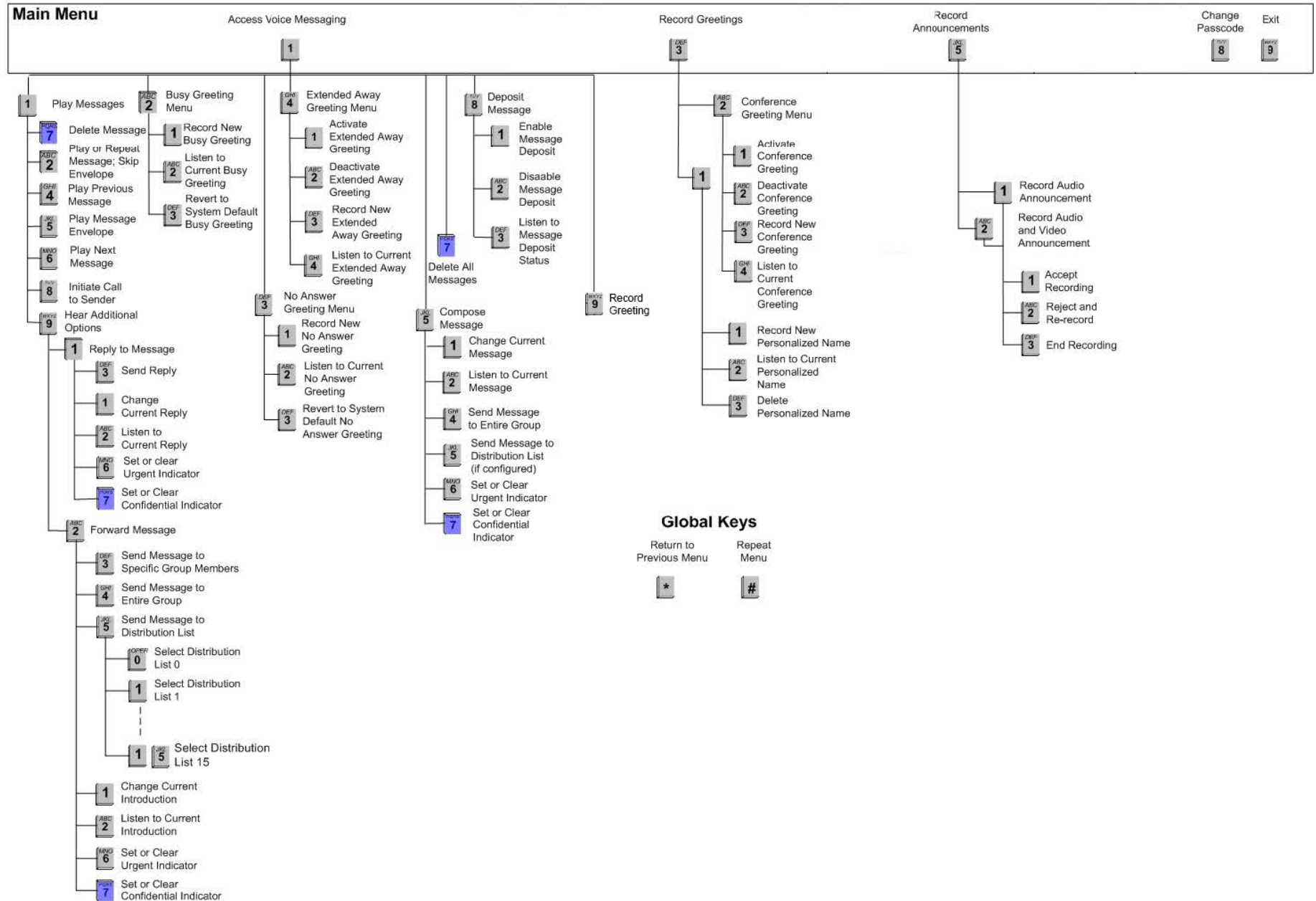
1. Press the Messages button to access voice portal
2. Dial \*86 to access voicemail
3. Dial your extension to access voicemail
4. Dial your full number to access voicemail
5. Dial voice portal number to access voice portal

From a different phone:

1. Dial your phone number. When you hear the voicemail message, press \* to access voicemail
2. Dial the voice portal number to access voice portal



# Voicemail Voice Portal Menu



### Global Keys

Return to Previous Menu: \*

Repeat Menu: #

