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Setting Up Your Voicemail - phone setup

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ACCESS VOICEMAIL SETUP

To initially set up voicemail, press the **message** key on your phone (or dial * and ext. number). Then, **enter your password**, which is your **extension number**. You will be guided through the process of a first time set-up. Follow the prompts to set up your name, greetings, and new password. **You should change your password when prompted to something other than your extension**. If you leave your ext. number as your password, each time you access your VM box, you will hear the set up wizard again.

ACCESSING VOICEMAIL SETTINGS

There are two ways to access your voicemail from your phone.

- Dial " * " and then your extension. Press Dial.
- Dial *5000 and press Dial.

Once your phone dials your mailbox you will then be prompted to enter your mailbox password using the phone's keypad. Remember your password is your extension number by default.

Once you are in your mailbox the phone will list the options available to you. Listed below you will find the menu options and corresponding numbered choices. **Note**: If you have no messages the "listen to messages" option will not be listed.

LISTEN TO YOUR MESSAGES

Press 1 to listen to your messages. You will then hear the following options as listed below:

- Press 3 to access the advanced options
  - Press 1 to reply to a message
  - Press 3 for the message envelope
  - Press 5 to leave message
  - Press * to return to menu
- Press 5 to repeat the message
- Press 6 to play next message
- Press 7 to delete/undelete the message
- Press 8 to forward the message
  - Press 1 to forward the message to an extension
  - Press 2 to forward the message using the directory

- Press 9 to save the message
    - Press * for help
    - Press # to exit out of messaging

CHANGE FOLDERS

Press 2 to change mailbox folders. You will then hear the following options as listed below:

- Press 0 for new messages
- Press 1 for old messages
- Press 2 for work messages
- Press 3 for family messages
- Press 4 for friend's messages
- Press # to cancel and return to the main messaging menu

ACCESS ADVANCED OPTIONS

Press 3 for advanced options. You will then hear the following options as listed below:

- Press 5 to leave a message
- Press * to return to the main messaging menu

ACCESS MAILBOX OPTIONS

Press 0 for mailbox options. You will then hear the following options as listed below:

- Press 1 to record your unavailable message
- Press 2 to record your busy message
- Press 3 to record your name
- Press 4 to record your temporary greeting
- Press 5 to change your password
- Press * to return to the main messaging menu

ACCESS MAILBOX OPTIONS

Press * for help

Press # to exit messaging