

Setting up Voicemail

Enabling/Disabling Voicemail

To enable or disable voice mail, simply dial *950.

Working with Voicemail

You must log into the voice mail system to listen to voicemail and manage your greetings.

- 1. Dial *95.**
- 2. Enter the password given to you by your administrator, followed by the # key.**

Refer to the following to use the voice mail system after you've logged in from your phone:

Record Greetings

Press 0 to select mailbox options.

To record your unavailable greeting, press 1.

Record your unavailable greeting at the tone & then press:

- 1 – to accept recording. Press the * key when done & then press the # key to exit.
- 2 – to listen to the greeting & then either accept or:
- 3 – to re-record your greeting

To record your busy greeting, press 2

Record your busy greeting at the tone & then press:

- 1 – to accept recording. Press the * key when done & then press the # key to exit.
- 2 – to listen to the greeting & then either accept or:
- 3 – to re-record your greeting

To record your name, press 3

Record your name & then press:

- 1 – to accept recording. Press the * key when done & then press the # key to exit.
- 2 – to listen to the recording & then either accept or:

3 – to re-record your name

To record a temporary greeting, press 4

(This is normally used as an “away” greeting played during absences).

This greeting takes priority over the “unavailable” greeting.

Record your temporary greeting and then press:

1 – to accept recording. Press the * key when done & then press the # key to exit.

2 – to listen to the greeting & then either accept or:

3 – to re-record your greeting

To remove your temporary greeting, press 0 – to select mailbox options. Then press 4 to manage your temporary greeting. Press the * key and then the # key to exit.

Listen to a New Voicemail Message

Press 1 to play new messages.

For advanced options, press 3 and then press:

1 - to send a reply

3 – to get envelope information

5 – to repeat message

7 – to erase message

9 – to save to one of the following folders:

0 – new folder

1 – old folder

2 – work folder

3 – family folder

4 – friends folder

to cancel

* for help

to exit

Listen to Previously Saved Voicemail Message (when no new messages exist).

Press 1 to listen to old messages.

For advanced options, press 3 and then press:

- 1 – to send reply
- 3 – listen to envelope
- * to return to the main menu

Press:

- 5 – to repeat message
- 6 – play next message (if one exists)
- 4 – play previous message
- *for help
- # to cancel

To change folders, press 2 and then press:

- 0 – new messages
- 1 – old messages
- 2 – work messages
- 3 – family messages
- 4 – friends messages
- # to cancel

For mail box options, press 0.

Change Your Password

Press 0 to select mailbox options, then press 5 to reset your password. Enter your new 4-5 digit password followed by the # key. Re-enter the password followed by the # key. Press the * key and then the # key to exit.

Miscellaneous

- Dial *95 <extension> to leave a message on a specific extension's without calling the extension. Example: to leave a message for J. Smith on extension 2332, dial *952332.
- Dial #3 <extension> to transfer an active call to a specific extension's voice mail box. Example: A caller dials your extension by mistake but the

person he/she wants is out on vacation. They want to leave a message for the owner of voice mail box 2332 – dial #32332.