



Voicemail Set Up and Use

To set up your voicemail, use the password given to you by your PBX administrator.

1. Press the “envelope” icon.
2. Press the “select” softkey
3. Enter password when prompted.

You are now in the voicemail Main menu. Press 2 to create a personalized voicemail greeting. Follow the prompts to record your first and last name, and internal and external greetings.

Once you have recorded your greeting, select one of the following options.

Table 2 - Recording Menu Key Option
1 Play the recording.
4 Cancel the custom recording and return to the default system settings.
7 Redo the recording.
* Cancel the recording and return to the Main menu.
Use the recording and return to the Main menu.

Once you have set up your personal greetings, return to the Main menu and select from one of the following options.

Table 3 - Main Menu Key Option
1 Enter the Message Center (Message Center menu).
2 Change your greeting (Recording menu).
3 Change your password.
4 Change your name (Recording menu).
5 Enter the Features menu.
End the call.

Note: We recommend that you press 3 and change your temporary password when you initially configure your voicemail.

Accessing the Message Center

The Message Center allows you to listen to your current, saved and deleted messages. Select option 1 from the Main menu to enter the Message Center. Then select from the following options.

Table 4 - Message Center Menu (1 of 2) Key Option
1 Listen to your messages (Message menu for regular messages).
2 Listen to your saved messages (Message menu for saved messages).
3 Listen to your deleted messages (Message menu for deleted messages).
* Return the voicemail Main menu.
End the call.

Once you listen to your message, select from the following options.

Table 5 - Message Center Menu (2 of 2) Key Option
1 Listen to the previous message.
3 Listen to the next message.
5 Repeat the message.
7 Delete the message (not available for previously deleted messages).
9 Save the message (not available for previously deleted and saved messages).
00 Forward the message to a mailbox.
* Return to the Main menu.
End the call.