

## **Voicemail**

### **To change Password from default 0000**

**We strongly recommend that you change the default password for security reasons**

Press the Voicemail key and password 0000

Listen to any new messages

Press # - Personal Services

Press 7 – Personal Administration

Press 1 and then 2

Enter new Password followed by the #

This will be repeated to you

To confirm the change, press 1

To re-enter, press 2

To cancel, press \*

### **To set up your own personal greeting**

Press voicemail key

Password \*\*\*\*

Listen to any messages first

Press option 5, Personal Greetings

Press option 7, Mailbox Greetings

Record message

**Do not put the phone down**

Press option 2 to stop recording, Press option 1 to review

Press # to save completely

### **To listen to messages**

Press voicemail key

Password \*\*\*\*

Any messages will be played automatically to you

You can press 00 after each message to listen to the time and date the message was left, and caller information

Press option 2 to save the message

Press option 3 to delete the message

You must either save or delete the message otherwise the voicemail key will continue to flash

### **To modify your personal greeting**

Press voicemail key

Password \*\*\*\*

Listen to any messages first

Press option 5, Personal Greetings

Press option 7, Mailbox Greetings

Your greeting will then be played to you automatically

Press 3 to discard and re-record

Record message

**Do not put the phone down**

Press option 2 to stop recording, Press option 1 to review

Press # to save completely

### **To send internal messages**

# + ext no

### **To listen to voicemail messages remotely**

Phone in using your ddi or ask to be transferred to your own extension

Wait until you hear your own greeting "You are through to ....."

When you hear this greeting, press \* #, then your own extension number, and password

You will then be played any new voicemails or access saved voicemails