







# The default password is 12345678





## Set Voicemail Name/Greeting

The Greeting is what callers will hear when their phone call goes to your voicemail. Lots of these say 'Hi, I'm not available to take your call right now. Please leave me a message and I'll call you back'.

The Name is what people will hear just before they listen to your voicemail message(s).

- Dial Voicemail (button marked 'MESSAGE')
- Press  to enter Voicemail Settings
- Press  to record unavailable message
  - After tone, greeting recording will start
  - Press  to end recording
- After recording and pressing #, do **one** of the following
  - Press  to accept recorded message
  - Press  to listen to recorded message
  - Press  to re-record message

*After accepting message, you'll be taken back to the menu where you choose which message to record. To record name, continue with instructions*





- Next, press  to record Name
- After tone speak greeting
- Press  to end recording
- After recording and pressing #, do **one** of the following
  - Press  to accept recorded message
  - Press 

■ Press  to listen to recorded message

■ Press  to re-record message







## Listening to Voicemail

### Basic Instructions

- Dial Voicemail (button marked 'MESSAGE')
- Press  listen to new or old messages
- At any time during or after message
  - Press  to repeat
  - Press  to move to next message
  - Press  to delete
  - See Advanced Options below for more features

### Advanced Options

Besides being able to repeat, move to next message, and delete at any time during a voicemail, you can also:

- Forward Voicemail
  - While voicemail playing, press 
  - Press  to enter extension
    - Press  to prepend message to voicemail
    - Press  to send voicemail as is
  - Press  to use directory
- Reply to Voicemail with Voicemail
  - While voicemail playing, press 



- Press (starts right away with 'leave message after the tone')