


Voice Mail


Creating your Mailbox – New Users

Lift the Handset
 Dial the voicemail system _____
 Enter the default Passcode is **1111**
 You will be prompted to change your Passcode - Enter a new Passcode
 Confirm the new Passcode
 Record your Name
 Record your Greeting and add personal options (Option for Cell Phone)
 Once completed, you will be congratulated as a confirmation the Mailbox has been setup has been completed.


IP Desk Phones - illuminated

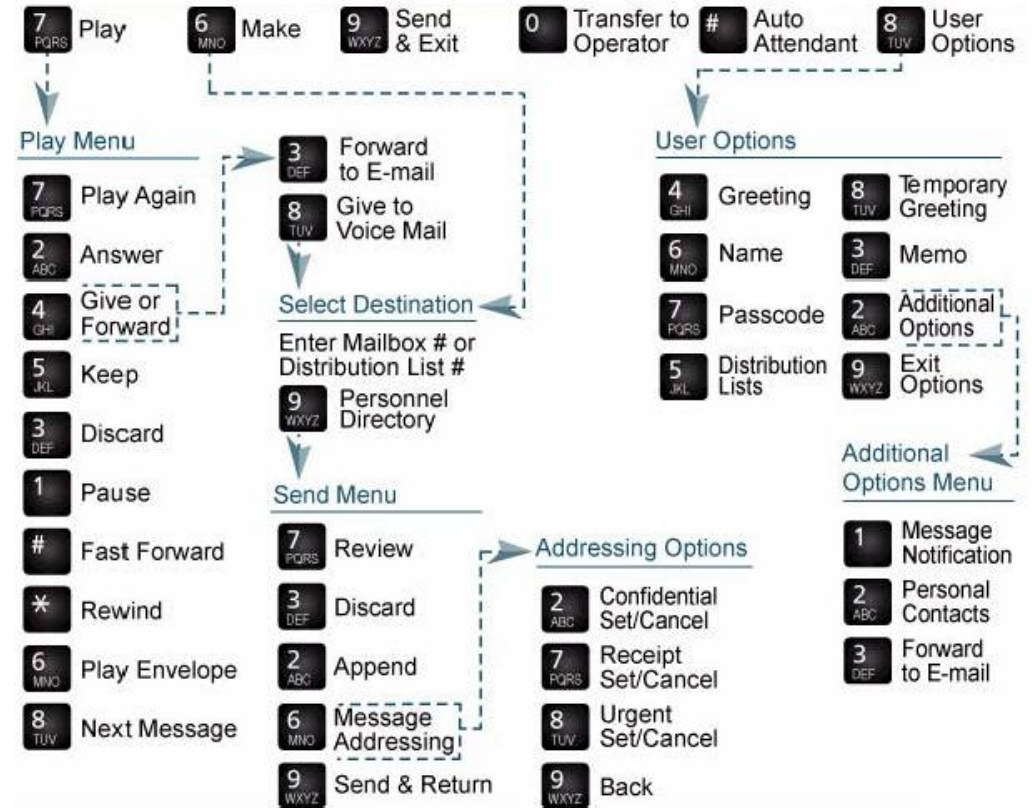
Lift the Handset
 Press the  Key to access your messages
 You will be prompted to enter your passcode
 Press **7** to access the first message

Analogue Phones

A voicemail is indicated by a broken Dial Tone
 Access the Voicemail system by dialling _____
 Press the 
 Enter your Mailbox number –then- Enter your Passcode
 To access your message press **7** and you will be voice prompted

External Access

To access the Voicemail system by dialling _____
 Press the 
 Enter your Mailbox number -then- Enter your Passcode
 To access your message press **7** and you will be voice prompted



Changing your Mailbox settings – Existing Users

Lift the Handset
 Dial the voicemail system _____
 Enter your Passcode
 Select option **8** to change user settings
 Follow the voice prompts
 4 to change your Greeting
 6 to change your Name
 7 to change your passcode
 2 to change Additional options – Personal Contact Options
 Press **9** to Exit the system when you have completed the changes to save the new settings