



## VoiceMail User Guide

When the system is first setup you will have a **default password of 7777** you should start by changing your password.

### **Changing your Voicemail password.**

Pick up your phone and dial 5000. Enter the default password of **7777** when prompted. The system will now give you the prompts for the main menu. Press **0** to access the mailbox options menu. From the Options menu, Press **5** to change the password. Enter your new password \_\_\_\_\_ followed by **#**. Enter the password a second time followed by **#**. Your new password should now be saved.

Your new voicemail system supports four types of voicemail messages.

**Unavailable message:** is delivered whenever an incoming call is not answered.

**Busy Message:** is delivered whenever you are on a call and another incoming call is not answered.

**Name Only Message:** is used when you select not to have incoming callers receive a full message.

**Temporary Message:** is normally used when you will be away from your phone for an extended period such as a vacation.

### **Recording your Unavailable Message.**

Pick up your phone and dial **5000**. Enter your password. If you haven't changed your password the default password is **7777**. From the main menu press **0** to access mailbox options. Press **1** to select your unavailable message. At the beep record your voicemail message then press **#**. Once the message is recorded press **1** to accept the recorded message. **2** to listen to the recorded message. **3** to Rerecord the message.

### **Recording your line is Busy Message.**

Pick up your phone and dial **5000**. Enter your password. If you haven't changed your password the default password is **7777**. From the main menu press **0** to access mailbox options. Press **2** to select your line busy message. At the beep record your voicemail message then press **#**. Once the message is recorded press **1** to accept the recorded message. **2** to listen to the recorded message. **3** to Rerecord the message.

**Recording your Name Only Message.**

Pick up your phone and dial **5000**. Enter your password. If you haven't changed your password the default password is **7777**. From the main menu press **0** to access mailbox options. Press **3** to select your name only message. At the beep record your voicemail message then press **#**. Once the message is recorded press **1** to accept the recorded message. **2** to listen to the recorded message. **3** to Rerecord the message.

**Recording your temporary Message.**

Pick up your phone and dial **5000**. Enter your password. If you haven't changed your password the default password is **7777**. From the main menu press **0** to access mailbox options. Press **4** to select your temporary message. At the beep record your voicemail message then press **#**. Once the message is recorded press **1** to accept the recorded message. **2** to listen to the recorded message. **3** to Rerecord the message.

**Access your Voicemail while your away.**

Call your home phone. When the voicemail comes on press the **\*** key. Enter your password. Press **1** to listen to new messages.

**Access your New Voicemail messages from home.**

Pick up your phone and dial 5000. Enter your password. Press **1** to listen to new messages.

**Access your saved Voicemail messages from home.**

Pick up your phone and dial 5000. Enter your password. Press **2** to change folders. Select the old messages folder. Press **\*** to return to the main menu. Press **1** to listen to messages.

MENUS

**Main Voicemail Menu**  
**Dial 5000 then enter password**

- 1** Listen to New Messages
- 2** Switch folders (Old or New Messages)
- 3** Advanced Options (Not Used)
- 0** Mailbox Options (Greetings & Password)
- \*** Access help Prompts
- #** Exit Voicemail System

**0 Mailbox options Menu**

- 1** Record your Unavailable Greeting
- 2** Record your line busy Greeting
- 3** Record your Name Only Greeting
- 4** Record your Temporary Greeting
- 5** Change your password
- \*** Return to Main Menu