

Voicemail Menu

Setting up Menu

1. **Dial *98** from any extension in the office followed by your extension number when prompted or just enter your extension number from your **phone**
2. Enter the extension number and voicemail password
3. **Press 5** to access advanced options
 - **Press 1** to Record Greeting (Option to record and save 9 different greetings)
 - **Press 2** Choose Greeting to be Played (1-9)
 - **Press 3** Record First and Last name
 - **Press 6** Change Password
 - **Press 0** Main Menu

Accessing Voicemail

There are 2 ways in which you can access your voicemail.

- **Method 1: Dial *98** from any extension in your office and enter your mailbox number and voicemail password.
- **Method 2:** Press the voicemail button on your telephone or dial your extension and enter your voicemail password.

Navigate Voicemail Menu

A number of option keys are available to navigate through voicemail menu.

Press 1- Listen to New Voicemail Messages

Press 2- Listen to Saved Messages

Press 3- Record Call

Press 5- Advanced options

- **Press 1** to Record Greeting (Option to record and save 9 different greetings such as unavailable, holiday)
- **Press 2** Choose Greeting to be Played (1-9)
- **Press 3** Record First and Last name
- **Press 6** Change Password
- **Press 0** Main Menu

Press 7-Delete the current message

Exit